S
3002

PREM 19/2430

The Prime Ministers visits to Government Departments. Consideration of Regional visits

PART 3

PRIME MINISTER

PART 1 : MAY 1979

PART 3 : JAN 1980

Referred to	Date	Referred to	Date	Referred to	Date	Referred to	Date
(new cover)							
~~1.10.82~~							
~~14.11.82~~							
25.11.82							
PT3							
GNDS							

PREM 19/2430

Material used by official historian
DO NOT DESTROY

PART 3 ends:-

TF to DGS 25.11.87

PART 4. begins:-

NZLW to RTA 24.7.87

TOP DOCUMENT (1)

10 DOWNING STREET

C.F / G.R.

Filing on these visits is getting a bit haphazard.

Downray is part of the Scottish tour, for which papers are with G.R.

Can we limit this file to Departmental visits?

MAP

NIT
CG DOT
DES MAPP

TOP DOCUMENT

(2)

10 DOWNING STREET

NOTE FOR THE FILE

Please ensure Jane Parsons is aware of any Departmental visit outside of London as she will be involved in arrangements for regional tours.

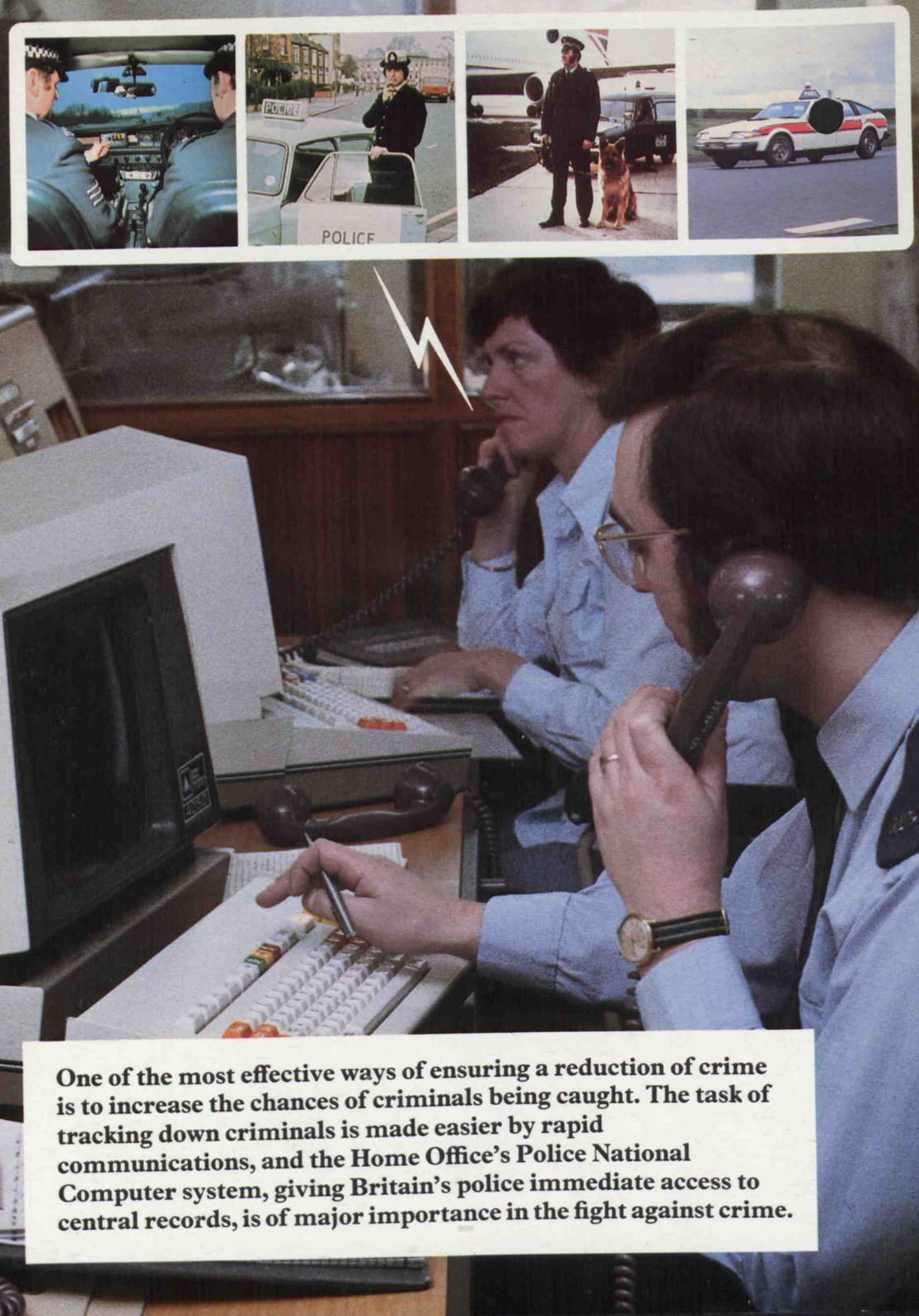
15/6/74.

Visits to Departments

Dept of Energy	London	18·5·79 ✓
Scottish Office	Edinburgh	10/11·7·79 ✓
Environment Regional Office	Manchester	31·8·79 ✓
D.H.S.S.	London	26·9·79 ✓
Dept of Employment	London	23·11·79 ✓
Ministry of Defence	London	4·1·80 ✓
C.S.D.	London	11·1·80 ✓
Dept of Industry	London	14·1·80 ✓
Dept of Trade	London	11·2·80 ✓
Dept of Environment	London	7-3-80 ✓
Treasury	London	25·1·81
Home Office	London	11-2-82
DES	London	24·11·82

PNC

POLICE NATIONAL COMPUTER



One of the most effective ways of ensuring a reduction of crime is to increase the chances of criminals being caught. The task of tracking down criminals is made easier by rapid communications, and the Home Office's Police National Computer system, giving Britain's police immediate access to central records, is of major importance in the fight against crime.

THE POLICE NATIONAL COMPUTER AND ITS BACKGROUND

To maintain operational efficiency the police need immediate access to up-to-date information about crime and criminals. Although this type of information has long been recorded and made available to policemen, the methods of storing and communicating it were proving inadequate to meet today's need for quick answers combined with a comprehensive national coverage.

The Police National Computer (PNC) now provides all police forces in England, Scotland and Wales with immediate access, day and night, to an increasing amount of necessary information of national as well as local significance. The computer installation at Hendon is linked to all police forces in the country by a sophisticated communications network operating with the speed and reliability demanded.

Information is held on the PNC in the form of separate indexes each dealing with a particular subject. In each case the information is designed to help police officers to decide on an initial course of action as well as providing a guide to the location of more detailed information which might subsequently be needed.

The indexes currently available are listed below together with other facilities which PNC provides for the police. The following pages of the booklet give fuller descriptions of each and also contain more technical information about the computer system itself.

Index	**Date introduced**
Stolen and suspect vehicles	1974
Vehicle owners	1974
Fingerprints	1975
Criminal names	1977
Wanted and missing persons	1978
Disqualified drivers	1979 (estimated)
Other facilities	
Vehicles Descriptive Search	1974
Broadcast	1975
Cross-reference	1977

The system has been designed to ensure the integrity of all data held on these indexes, and every precaution is taken to guarantee the security of this information against unauthorised access.

PNC is one of the most advanced computer-controlled police systems in the world and its success is a result of the co-ordinated efforts of the Home Office and the police service.

WHAT THE COMPUTER DOES

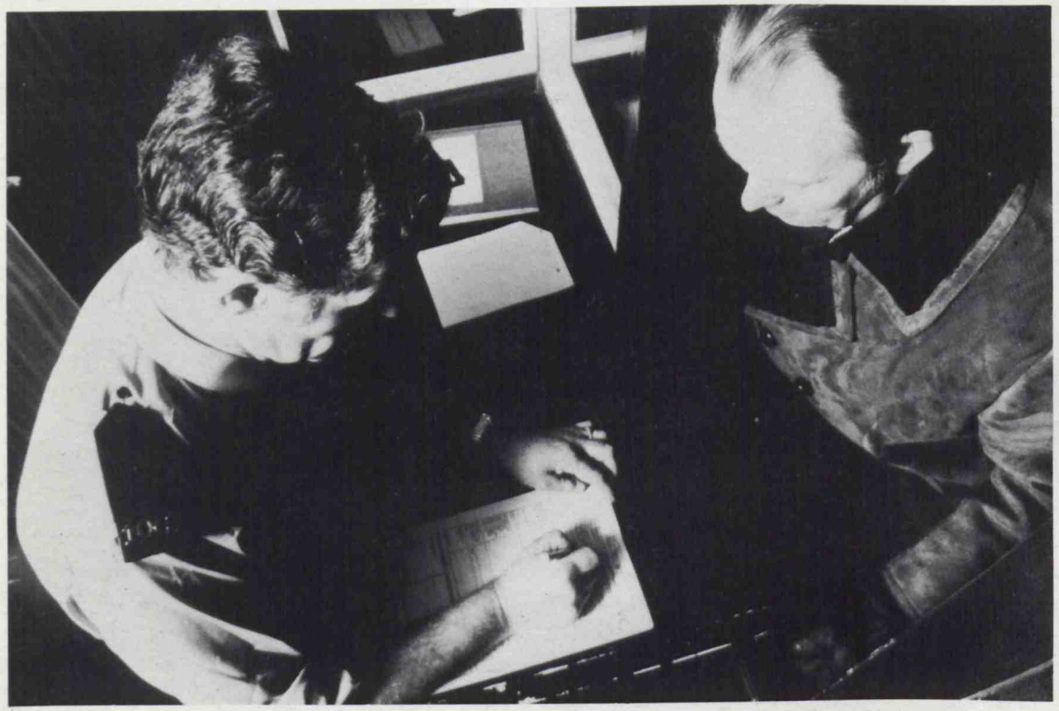
Stolen and Suspect Vehicles Index

Every day hundreds of cars are stolen in this country – some are used in crime, some for joy-rides, others for resale or to be stripped down for spare parts. Details of these vehicles can now be recorded in the Stolen and Suspect Vehicles Index as soon as they are reported to the police, and the index can be used as the first link in the chain of enquiries.

There are two sections: an index of vehicle registration numbers and an index of chassis and engine numbers. An immediate response can be given to an enquiry if the full registration number, chassis or engine number of a vehicle is known. Special searches taking rather longer can be undertaken at the computer centre on behalf of the police if a registration number is only partially known, eg XYZ ???, or if only a partial description of the vehicle is available.

In this way, vehicles stolen hundreds of miles away have been traced within hours; more effective observation has been maintained on vehicles suspected of involvement in crime; and arrests are often made in circumstances in which they would not previously have been possible.

Other stolen property, such as contractors' plant and marine engines, which can be identified by numbers analogous to chassis or engine numbers are now included in this index.



Vehicle Owners Index

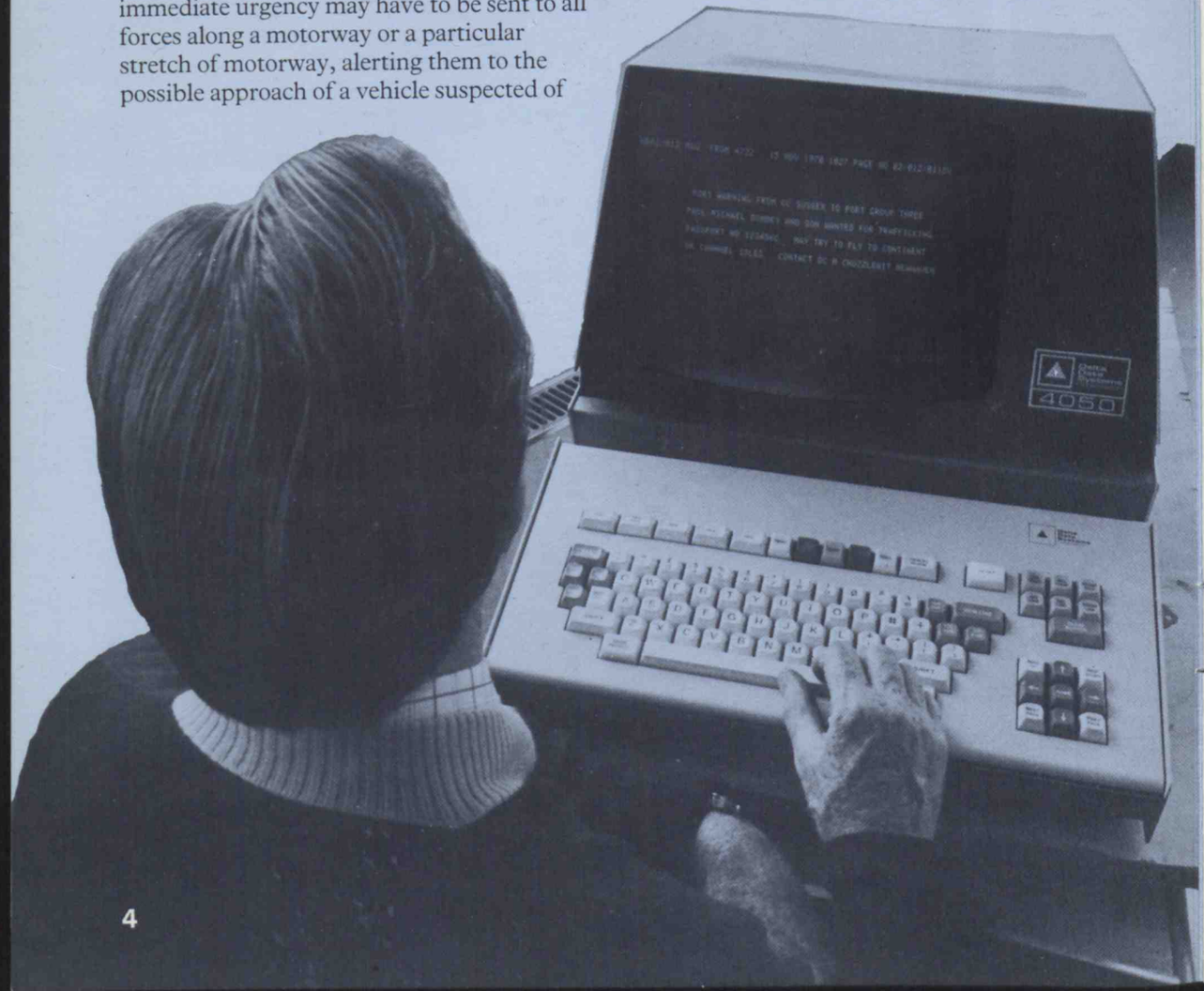
The records held in this index are created from information supplied by the Driver and Vehicle Licensing Centre at Swansea, and comprise the names and addresses of over 20 million current registered keepers of motor vehicles registered in England, Scotland and Wales, together with a description of each vehicle.

As with the previous index, an immediate response can be given to an enquiry where the full registration number of a vehicle is known, but special searches taking longer can also be undertaken using a partially known registration number or description. It is also planned to make this information available in response to enquiries on known chassis or engine numbers.

A facility is provided to enable a search to be made of both the Stolen and Suspect Vehicles and Vehicle Owners indexes simultaneously using the vehicle registration number as the search key.

Broadcast System

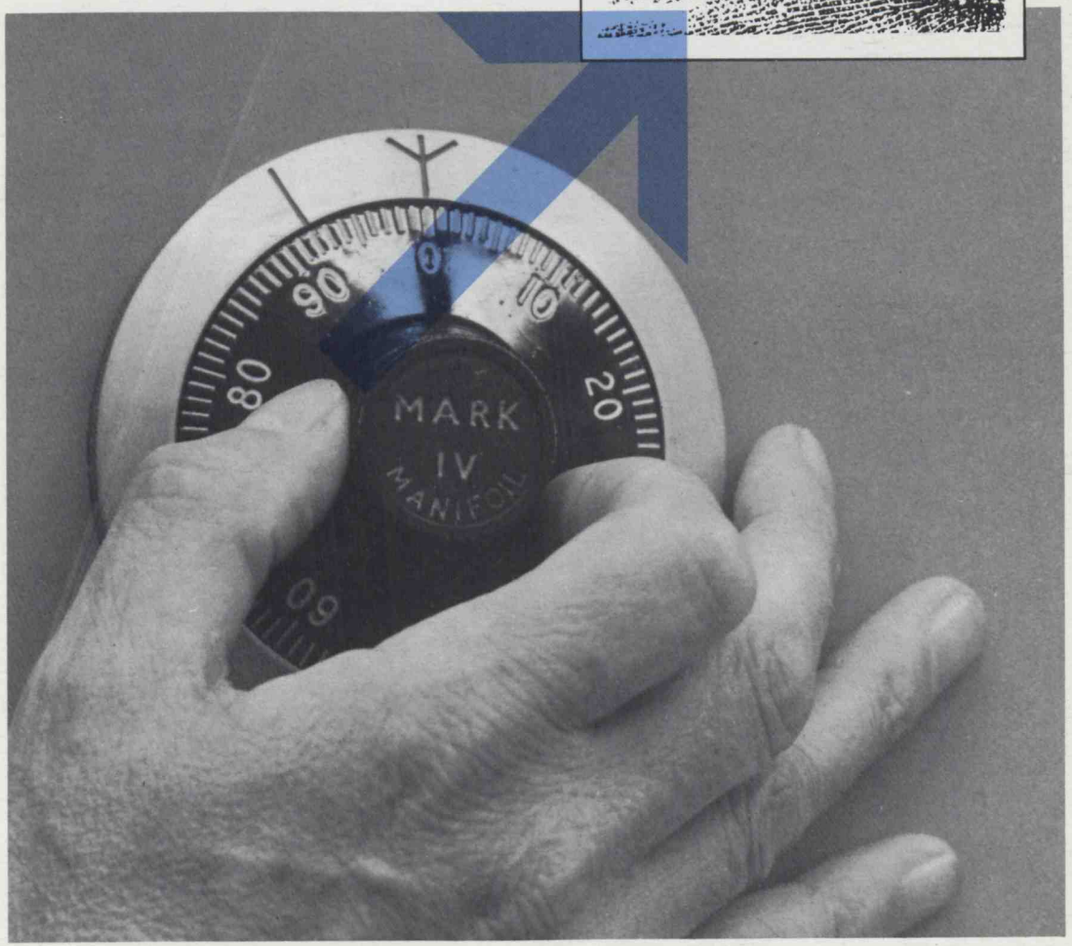
This is not an index but a facility whereby any police force can send urgent messages to another force or nominated group of forces using PNC. For example, a message of immediate urgency may have to be sent to all forces along a motorway or a particular stretch of motorway, alerting them to the possible approach of a vehicle suspected of being involved in a serious crime. The facility might also be used to send a warning about a possible fugitive to all sea and air ports.



Fingerprints Index

This [redacted] coded version of the national fingerprint collection held at New Scotland Yard. The computer handles enquiries from a limited number of terminals to assist in checking full sets of prints and to help establish the identity and hence any previous convictions of persons due to appear before the courts.

The system is also being used to assist in the identification of fingerprints discovered at scenes of crimes.



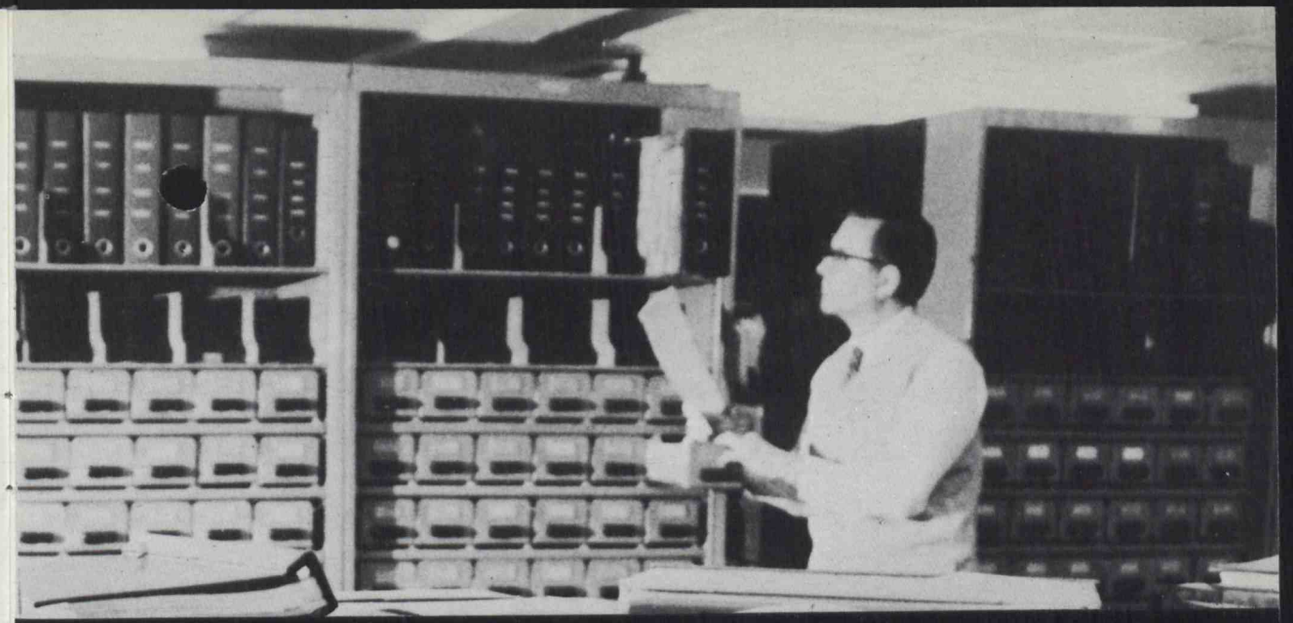
Names Indexes

The police enter records in these indexes showing the names and brief particulars of

- ☐ persons convicted of serious offences
- ☐ persons wanted or sought by the police for various reasons
- ☐ persons missing or found
- ☐ disqualified drivers.

Urgent cases such as reports of wanted or missing persons can be entered as soon as details are known. Once an individual is identified as belonging to one of these categories, police officers can obtain information from PNC which will help them to decide on the most appropriate course of action. The computer response would also warn them if, for example, the person concerned was likely to be armed or dangerous. In many cases it would also direct the enquirer to the source of further police-held information.

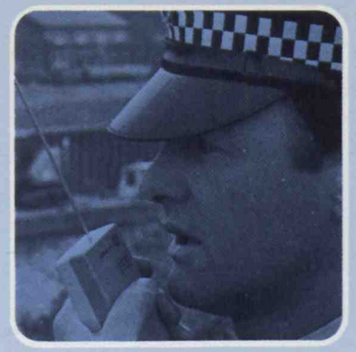
There is a facility for a general enquiry which searches all the names indexes simultaneously and displays 'anything known' about the subject of the enquiry.



Cross-reference System

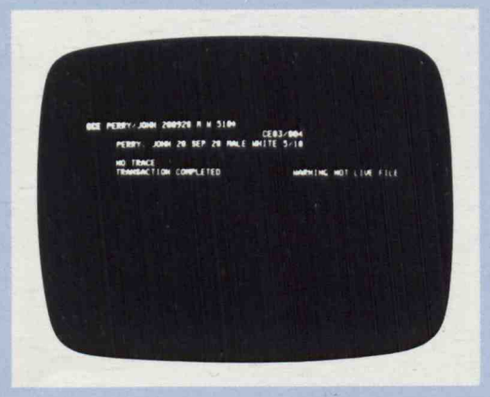
This facility permits reference numbers of criminal records held centrally to be cross-referenced to local and regional police records, thus indicating additional sources of detailed information.

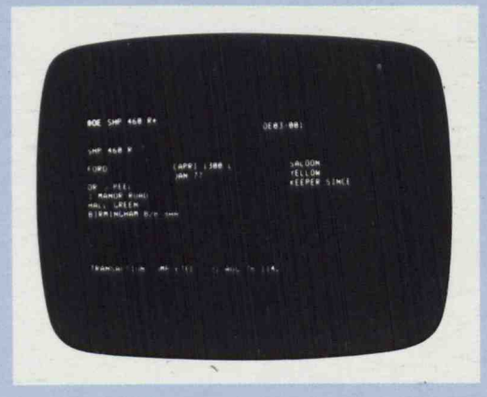
Source of enquiry



Control room

Response to enquiry





TECHNICAL INFORMATION

THE COMPUTER

The Burroughs B7700 System with three central processors, two input/output processors and four data communications processors works as an integral unit which provides some measure of protection against the failure of individual items of equipment

The hardware, including processors and core store, may be added to or removed from the system with minimal disturbance, which has the advantage that maintenance can be carried out on part of the system while the rest is still working. Moreover failure of individual pieces of equipment will not close down the system: service, albeit degraded, will continue with whatever is left.

COMPONENTS AND PERIPHERAL EQUIPMENT

Central Processing Units

These are B7700 processors which normally work as an integral unit but can work independently if required. The system is capable of enhancement to at least twice its present capacity.

Core Store

This consists of four Memory Control Modules, each supporting 262,144 48-bit words giving a total capacity of 1,048,576 words or over 6 million bytes. Each processor is connected to each module. Six simultaneous accesses to memory can be made.

Input/Output Processors

These are responsible for passing data between core and peripherals. Each processor has 28 data switching channels enabling it to deal with 28 simultaneous inter-leaved data transfers.

Data Communications Processors

These are small computers in their own right: two are connected to each input/output processor. Their purpose is to control the use of the network and terminals without recourse to the power of the main computer. They carry out cyclical polling of terminals, organise the subsequent transmission of messages, perform error checking on data received and set up and control queues to the main computer.

Adaptors and Adaptor Clusters

The adaptor is the basic line terminating unit. There are two types, one for low-speed links and another for medium-speed links. An adaptor cluster can control up to 16 mixed-speed connections and is responsible for multiplexing/demultiplexing the data received from and transmitted to terminals over the links. Each adaptor cluster is connected to two data communications processors.

Disc Pack Storage

Data is stored on exchangeable disc packs with a total capacity of over 8,000 megabytes. There are 24 dual drives of 174.8 megabyte capacity each, configured equally over three 2 × 16 controllers; and 11 dual drives of 348 megabyte capacity each, configured as two 2 × 8 controllers with four units each and one 2 × 8 controller with three units.

Magnetic Tape Storage

Fifteen magnetic tape units are provided. There is a four-string (a group of four units), a five-string and a six-string respectively, each connected through a 2 × 8 magnetic tape exchange. The group of four units has a transfer rate of 400,000 bits per second: the other two groups have a transfer rate of 144,000 bits per second. All units use nine-track tapes with a packing density of 1,600 bits per inch.

Console Displays

There are four console display units which serve the computer when it is being used as an integral system. When the system is partitioned, the display units are assigned to the independent partitions of the system. It is through the console display that operators monitor and control the action of the computer.

Line Printers

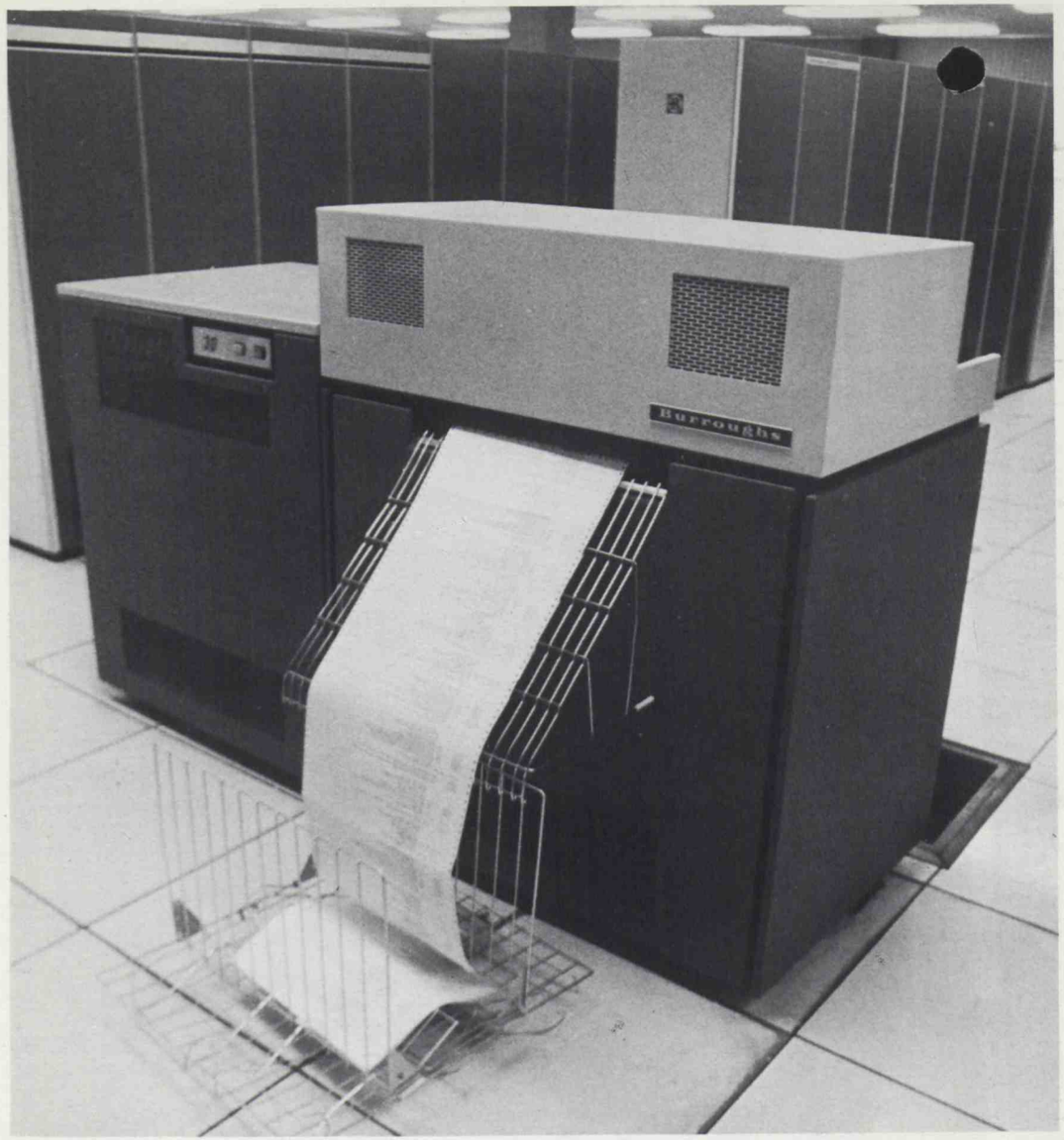
There are four line printers, each capable of printing 1,100 lines per minute.

Card Readers

There are two 600 cards-per-minute readers.

Card Punch

There is one 300 cards-per-minute punch.



Paper Tape Readers
There are two 1,000 characters-per-second tape readers.

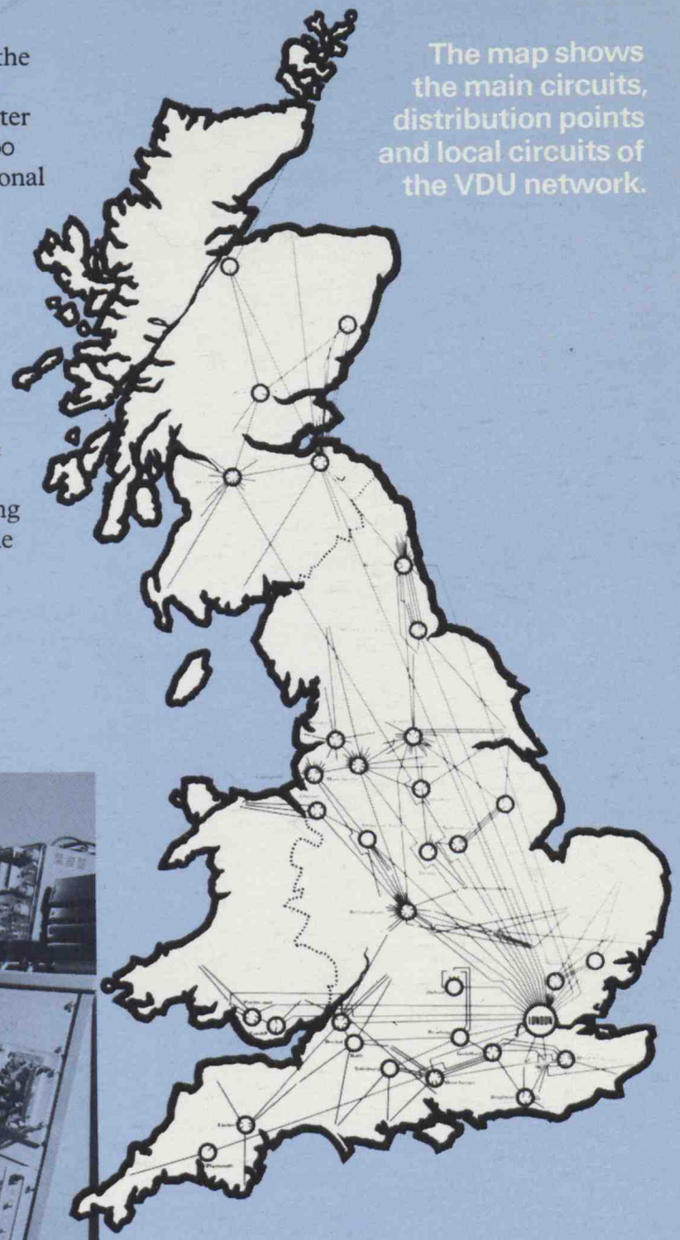
Paper Tape Punch
There is one 100 characters-per-second paper tape punch.

Development System
A free-standing B6700 processor, with its own storage and peripheral equipment, which has no connection with the operational system, is used for program and system testing and development.

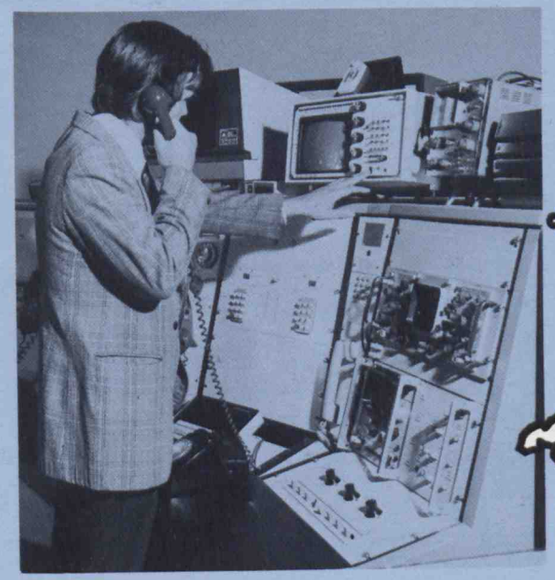
THE COMMUNICATIONS NETWORK

A network of private lines provided by the Post Office connects terminals in police stations and headquarters to the computer complex at Hendon. Altogether over 500 terminals have been installed in operational police locations throughout the United Kingdom. Modern equipment and techniques are used to monitor the network and trace faults so that they can be attended to promptly.

Links between the Police National Computer and local police computer systems are an additional feature of the network, often providing complementary information and making the full range of PNC facilities available to terminals on the local force system.



The map shows the main circuits, distribution points and local circuits of the VDU network.

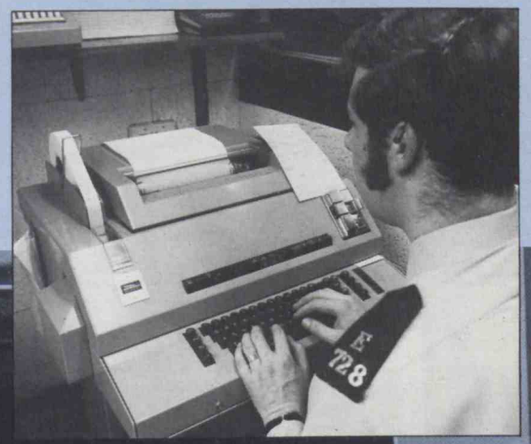


THE TERMINALS

Two types of terminal device are provided in each police force area.

A form of semi-electronic teleprinter called a *Dataprinter* is used when a printed copy of an exchange of information with the computer is required by a police force.

For all other purposes *Visual Display Units* (VDU) are provided. This type of terminal displays information received from the computer on a screen, and it enables enquiries to be compiled, using an associated keyboard, before transmission. The VDU is silent in operation and works much faster than a dataprinter. Consequently it is preferred for operational work and the number in service greatly exceeds the number of dataprinters. The latest VDU is a versatile terminal which includes a programmable microprocessor and up to 16,000 bytes of memory. It can perform input/output operations, text editing, memory management and interfacing operations; its 25-line display contains a maximum of 80 characters a line for a total of 2,000 characters.



PNC ADMINISTRATION

Policy Control

All major policy decisions affecting the future of the system are taken after full consultation with the police service and local authorities. Police forces in particular play an important part in specifying the operational requirements which the system has to meet and in defining any enhancements to its facilities which are found to be necessary in the light of working experience.

Staffing and Finance

The systems analysts, programmers and operators who are responsible for designing, developing and running the PNC system are civil servants employed by the Home Office.

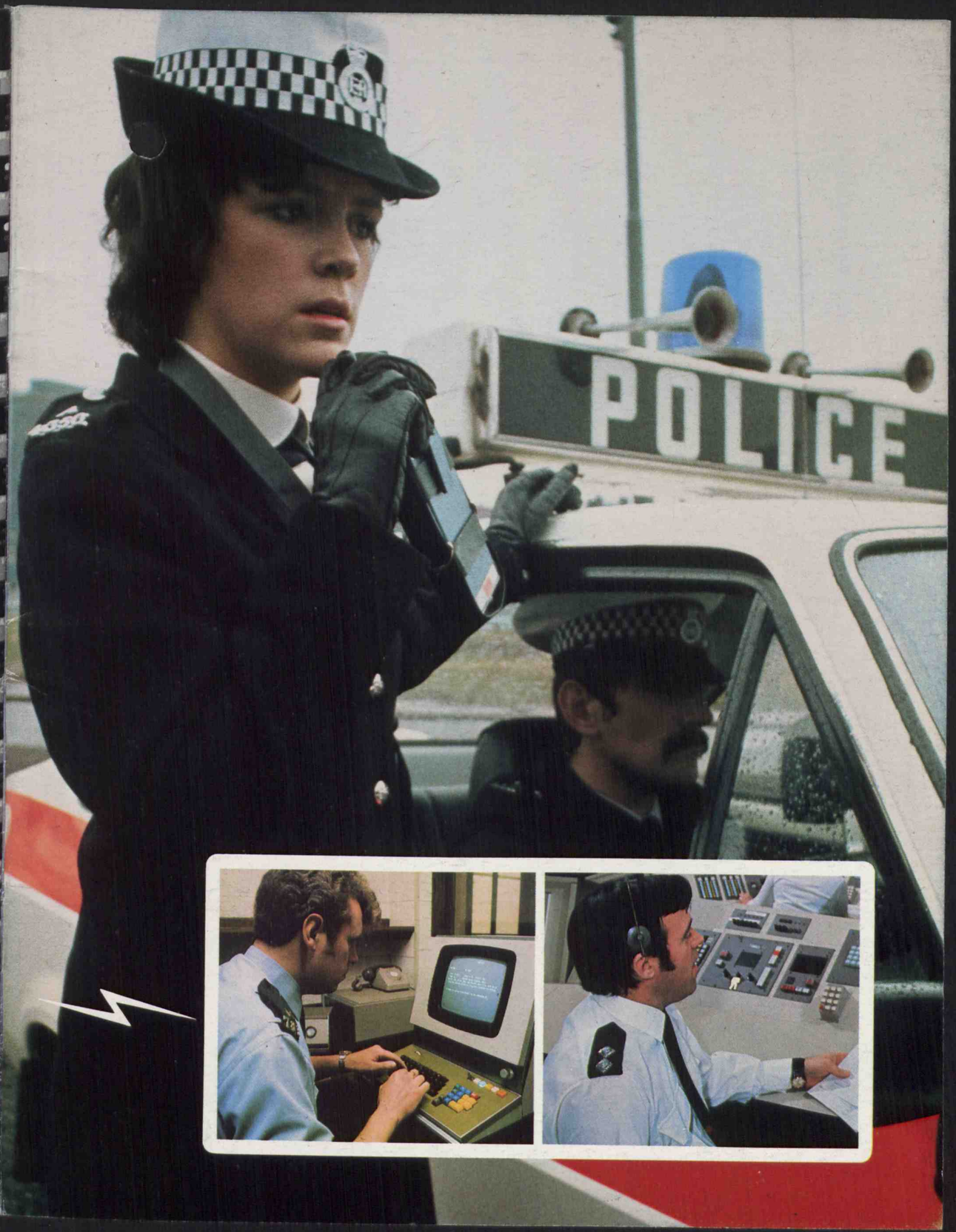
PNC was funded originally by the Home Office, but local authorities contribute to the running costs and now also pay a share of the cost of any new equipment.

Training

The terminals situated in police premises throughout the country are operated by police officers or civilian staff. Training of terminal operators has been carried out centrally by a group of police officers from various forces, seconded to the Home Office for this purpose.

PROCESSOR MODULE

Prepared by the Home Office and the Central Office of Information 1978
Printed in England for Her Majesty's Stationery Office by
UDO Litho Ltd., London Dd. 597173 Pro. 10927



PNC

POLICE NATIONAL COMPUTER

mfj GR2 PM

No.

file

25 November 1982

I am writing to add my personal thanks to those of the Prime Minister for the effort which you put into organising yesterday's visit. It was a pleasure to feel so redundant as the visit proceeded with a military precision! Not only that it was very enjoyable.

TIM FLESHER

Miss C.E. Hodkinson
Department of Education and Science.

SJ

FILE MJ

10 DOWNING STREET

THE PRIME MINISTER

25 November 1982

Dear Keith.

Thank you very much for a most enjoyable and I might say nostalgic visit to the Department of Education and Science yesterday.

You and James Hamilton had obviously gone to a great deal of trouble to lay on for me the balanced and varied programme which enabled me to make the best use of my inevitably short time with you. I found our discussions stimulating and I hope that officials did too! Would you please pass on to James Hamilton and to everybody else who was involved in the arrangements for my visit - and, in particular, to Miss Hodkinson and Miss Thorns - my warm thanks for what was an extremely well organised visit.

Yours ever

Margaret

The Right Honourable Sir Keith Joseph, Bt., M.P.

SW

IN CONFIDENCE

PRIME MINISTER'S VISIT TO DES: 24 NOVEMBER 1982

11.00	Arrival and welcome: Secretary of State and Permanent Secretary
11.10	Policy discussion with Permanent Secretary and officials
12.30	Pre-lunch drinks with members of HM Inspectorate
13.00	Lunch with the Secretary of State, Ministers and officals
14.00	Visit to Further and Higher Education (FHE) 2 Branch (Head of Branch - Mr Walker)
14.30	Visit to Schools I Branch (Head of Branch - Mr Stuart)
15.00	Tea with a cross-section of the Department's staff, including representatives from the Trade Union Side.
15.30	Departure

COVERING CONFIDENTIAL

Mr FLESHER

PM's VISIT TO DES, 24 NOVEMBER

I attach a note which I hope the Prime Minister will find helpful.

2. At the time of writing, the draft "policy statement" on the Inspectorate scrutiny is still with Sir Derek Rayner. He is likely to let Sir Keith Joseph have his comments before going abroad on Wednesday.

C PRIESTLEY
22 November 1982

Enc: Briefing note

CONFIDENTIAL

FINANCIAL MANAGEMENT

1. DES (with OAL) is responsible for non-RSG expenditures totalling £2.8bn)* of which £34.2m is for its own staff and running costs.

Query

(1) What does DES regard as particularly good and particularly poor examples of management in sectors which it funds directly?

(2) Are there policies whose effectiveness on the ground needs scrutiny, in either the RSG or non-RSG areas?

INSPECTORATE

2. Congratulate Sir K Joseph on decision to publish the HMI reports (announced on 16 November).
[But draft policy statement, due with PM by end-November, is complacent and bureaucratic.]

Query

(3) What is the most important target for inspectorial action and where can results most readily be achieved?

---

*

Schools (mainly building grants to aided and special agreement schools)	58.9
Universities	1,383.9
Student Awards	583.5
Further and adult education, Youth Service, research	115.2
Research councils	477.3
Museums and galleries	49.3
Arts, Arts Council etc	102.7
Libraries	43.4

(4) Relationship with LEA inspectors remains unsatisfactory: what should be done about it?

TEACHER TRAINING

3. Recent HMI report expressed doubts on adequacy of initial training, especially preparing staff for classroom work.

Query

(5) Is DES satisfied that the HMI report is accurate? If so, what is being done about it?

(6) How is leadership provided for new teachers?

nr 4

PM

DEPARTMENT OF EDUCATION AND SCIENCE

ELIZABETH HOUSE, YORK ROAD, LONDON SE1 7PH

TELEPHONE 01-928 9222

FROM THE SECRETARY OF STATE

Tim Flesher Esq
Private Secretary
10 Downing Street
LONDON SW1

19 November 1982

Dear Tim

I attach the following background information for the Prime Minister's visit to this Department on 24 November.

Further Programme details

i. Biographical notes on those attending:

policy discussion	-	Annex A
pre-lunch drinks with HMI	-	Annex B
lunch with Ministers and officials	-	Annex C
Branch visits	-	Annex D
Tea	-	Annex E

ii. Notes on the work of the two Branches to be visited - Annex F

Background briefing

i.	Recent changes in the DES' size and functions	- Annex G
ii.	Education expenditure	- Annex H
iii.	Current issues	- Annex J

Since I wrote on 5 November, the Trade Union Side has decided that it does not wish to be offically represented at the tea. Two members of staff who are active in trade union affairs have, however, accepted invitations in a personal capacity and will be introduced to the Prime Minister without reference to their Trade Union Side roles.

In order to keep the numbers for tea sufficiently small to allow the Prime Minister to meet everyone in the time allotted, whilst at the same time ensuring that the lower grades are well represented, we have limited the number of senior staff who will be present. This

means that the Prime Minister will not, as originally intended, meet all the members of the Open Structure.

In addition to the officials named in Annexes A-E, the Prime Minister will meet those responsible for arranging the details of her visit. They are:

Miss C E Hodkinson (32) Principal, Higher and Further Education Branch I (joined DES in 1974, ex-Chemistry teacher, lives in Finchley).

Miss T Thorns (34) HEO, Establishments Branch (joined DES in 1966 straight from school).

The Permanent Secretary and Elizabeth Hodkinson will be accompanying the Prime Minister throughout her visit.

Yours ever
Cathy

MISS C M ROBERTS
Private Secretary

POLICY DISCUSSION WITH PERMANENT SECRETARY AND OFFICIALS

Deputy Secretaries

NAME	AGE	DATE JOINED DEPARTMENT	PREVIOUS CAREER	PRESENT FUNCTIONS	ADDITIONAL POINTS
R H BIRD	50	1973	1955: Joined Ministry of Transport 1966-67: Principal Private Secretary to Minister of Transport (Barbara Castle) 1973: Joined DES from DOE 1975: Promoted Under Secretary in charge of Schools III, later HFE 2	Deputy Secretary with responsibility for Further and Higher Education, Science (1980)	
MISS S J BROWNE	57	1961	1961: HMI in Metropolitan Division 1970: Staff Inspector (Secondary Education) 1972: Chief Inspector (Secondary Education) and promoted to Deputy Senior Chief Inspector shortly after	Her Majesty's Inspectorate - Senior Chief Inspector (1974)	1951-61: Tutor in Modern Languages, later Fellow, St Hilda's College, Oxford
E H SIMPSON	59	1947	Secondment at various dates to Treasury; as Private Secretary to Lord Hailsham as Lord President and Minister for Science; to Commonwealth Education Liaison Unit; and to CSD. 1971: Promoted Under Secretary in charge of Planning Branch.	Deputy Secretary with responsibility for Teachers, Pensions, Planning and International Relations, Statistics & Computing Services (1973)	Retires 9.12.82

NAME	AGE	DATE JOINED DEPARTMENT	PREVIOUS CAREER	PRESENT FUNCTIONS	ADDITIONAL POINTS
W O ULRICH	55	1977	1951: Joined Ministry of Works 1963-65: Private Secretary to Minister of Public Building and Works 1972: Promoted Under Secretary (DOE) 1974-76: Cabinet Office 1977: Joined DES on promotion to Deputy Secretary with responsibility for Arts and Science	Deputy Secretary with responsibility for Schools (1977)	

Under Secretaries

NAME	AGE	DATE JOINED DEPARTMENT	PREVIOUS CAREER	PRESENT FUNCTIONS	ADDITIONAL POINTS
P H HALSEY	54	1966	1971-73: Private Secretary to Mrs Thatcher 1975-77: On loan to Treasury 1977: Promoted Under Secretary in charge of Schools III	Under Secretary in charge of Teachers (1981)	Previously Headmaster of Hampstead School. Will take up promotion to Deputy Secretary in succession to Mr Simpson on 10.12.82
J R JAMESON	52	1952	1965: Private Secretary to Lord Bowden and later Mr Prentice 1965-69: Finance Branch 1973: Promoted Under Secretary in charge of Planning and Programmes and later Schools I 1975: On loan to Cabinet Office (EEC Referendum and Referendum Bill)	Accountant General (PFO) (1978)	
N W STUART	40	1964	1963-64: HM Inspector of Taxes 1964: Joined DES 1973-76: Private Secretary to Sir William Armstrong and later a Private Secretary to the Prime Minister 1978-81: Seconded to Brussels as an adviser in the Cabinet of the President of the European Commission (Mr Jenkins)	Under Secretary in charge of Schools Branch I (1981)	Prime Minister will visit his Branch in afternoon

NAME	AGE	DATE JOINED DEPARTMENT	PREVIOUS CAREER	PRESENT FUNCTIONS	ADDITIONAL POINTS
D W TANNER	51	1964	1957-64: Dept of Scientific and Industrial Research 1964: Joined DES 1968: Private Secretary to Secretary of State (Mr Short and then, for a short period, Mrs Thatcher) 1977: Promoted Under Secretary in charge of Planning and Programmes and later Teachers	Under Secretary in charge of Science (1981)	
J H THOMPSON	53	1964	1953-64: Inspector of Taxes 1964: Joined DES 1977: Deputy Accountant General, Finance Branch 1978: Promoted Under Secretary in charge of Schools I	Under Secretary in charge of Further and Higher Education Branch 1 (resources for universities, local authority higher education and voluntary/ direct grant institutions)	

The Prime Minister will also meet members of the Permanent Secretary's Private Office:

J S Street: HEO(D). 31. Joined DES from University in 1978.

Miss M A Spencer: EO, 28. Joined DES in 1978. Ex-music teacher.

Miss G Ford: CO. 20. Joined DES in 1978.

PRE-LUNCH DRINKS WITH HMI

	NAME	AGE	DATE JOINED	UNIVERSITY/COLLEGE	PREVIOUS EXPERIENCE	PRESENT FUNCTIONS	ADDITIONAL POINTS
1.	G W ELSMORE	57	1963	City of Worcester Training College	Head of Oxfordshire Junior School	Chief Inspector for Primary Education	- OECD Research/Report on Rural Education - involved with training of teachers/ Inspectors overseas (incl. Malaysia).
2.	J A EVERSON	49	1968	Cambridge (Geography)	Head of Geography Dept, City of London School	Chief Inspector for Secondary Education	- author of key textbook in geography - seconded to Examinations Unit, Schools Council 1974-6 - former District Inspector, Birmingham.
3.	MRS P PERRY	51	1970	Cambridge (History/Moral Science)	Lecturer, N Berks College of FE	Chief Inspector for Teacher-training	- teacher/lecturer/ researcher in Canada: and USA.
4.	E J BOLTON	47	1973	- Chester College of Education - Research degree in English, Lancaster University	- Inspector of Schools, Croydon LEA - formerly taught in Secondary Modern + Comprehensive schools	Chief Inspector for Educational disadvantage; Youth and Community; multi-cultural education	- former apprentice tool-maker - former Staff Inspector for multi-cultural education.
5.	E NORRIS	57	1965	Plymouth Technical College (London External in Physiology/ Chemistry/Botany)	Principal Lecturer in Biological Sciences in Technical College	Chief Inspector for Further and Higher Education	- experience as research assistant, ICI - former Regional Staff Inspector, Southern Division.

	NAME	AGE	DATE JOINED	UNIVERSITY/COLLEGE	PREVIOUS EXPERIENCE	PRESENT FUNCTIONS	ADDITIONAL POINTS
6.	E LORD	56	1969	Wesley College, Leeds; Cheshunt, Cambridge (Theological training); London B.D.	Principal Lecturer in RE, Homerton College	Chief Inspector for Special Education; Religious Social & Health Education; Publications.	- National Service as miner - Minister of the United Reformed Church - former Staff Inspector for Religious Education
7.	MRS R PEACOCKE	56	1970	Maria Grey College, London	Headmistress, Infants' School Oxford	Staff Inspector for Nursery, Infant & First Schools	- International experience, including Council of Europe and Study of primary schools in Japan - (husband, Dean of Clare College, Cambridge; son, Fellow of All Souls).
8.	D T E MARJORAM	56	1966	University of Sheffield (Mathematics)	Deputy Head, Doncaster Technical High School	Divisional Inspector, Metropolitan & S Midland division	- former Staff Inspector (Primary) and Professional Head of Assessment of Performance Unit - well-known internationally for his interest in gifted children - (with PM on her visits in Lincs when she was S of S for Education)
9.	J DALGLISH (cont. overleaf)	57	1963	Cambridge (English)	English Master, MGS; Head of English Tiffins Boys	Staff Inspector for English	- former Divisional Inspector, Eastern division - Chairman of mixed ability working group

	NAME	AGE	DATE JOINED	UNIVERSITY/COLLEGE	PREVIOUS EXPERIENCE	PRESENT FUNCTIONS	ADDITIONAL POINTS
	J DALGLISH (cont.)						- Chairman of Staff Inspectors' Standing Committee - (involved with Countesthorpe inspection).
10.	J SWAIN	59	1959	Loughborough College (Metalwork/Woodwork)	Head of Technical Dept, Holloway School	Staff Inspector for Craft, Design and Technology	- experience in Architects & Buildings branch - became Staff Inspector for handicraft, ILEA for 6 years before returning to HM Inspectorate.
11.	G PEAKER	48	1971	University of Reading (School of Fine Art)	Head of Art & Design, Holland Park School	Staff Inspector for Art and Design	- Formerly Staff Inspector for Research; also with Assessment of Performance Unit.
12.	J ROSE	43	1975	Kesteven College of Education	Head of Leicester Primary School	Primary specialist in Midland division; also District Inspector, Coventry	- Nuffield Science (5-13) - educational interests overseas (including consultancy, Danilo Dolci Project).
13.	P SINGH	46	1970	Loughborough College of Education (English and PE)	Head of Centre for teachers of immigrant pupils	HMI with national responsibility for multi-cultural education	- born in India - Swann Committee

	NAME	AGE	DATE JOINED	UNIVERSITY/COLLEGE	PREVIOUS EXPERIENCE	PRESENT FUNCTIONS	ADDITIONAL POINTS
14.	B LANE	54	1966	Cambridge (organ scholar)	Music Adviser, Bedfordshire	Music specialist in SW division; District Inspector, Avon	- Chairman of HMI Section of FDA - links with London Colleges of Music.
15.	C WIGHTWICK	51	1980	Oxford (Modern Languages)	Headmaster, Kings College School, Wimbledon; formerly Head of Languages, Westminster School	Specialist for Independent Schools & Modern Languages, Metropolitan division	- co-author of audio-lingual course in German - extremely involved with 'mushrooming' sections of independent education (eg accelerated Christian education).
16.	MRS V E EMMETT	45	1978	- part-time/full-time at number of Colleges of Technology, including Salford and UMIST - MSc for research, UMIST	Senior Mistress, Wyedean Comprehensive School, Gwent	Science specialist in NW division	- Chemist with industrial experience (EMI, Courtaulds, Reed Paper Group)
17.	J TIERNEY	38	1979	Salford University (First & PhD in Applied & Theoretical Physics)	Head of Mathematics, Wellington College, Berks	Mathematics specialist and District Inspector, Doncaster, Northern division	- 4 years' industrial experience - computer interests
18.	T L LUSTY	41	1981	Northampton College, London (BSc in Engineering)	Deputy Head, Upper School, Telford	Mathematics; secondary; micro-electronics specialist in Metropolitan division	- national figure in microelectronics/ computers in education

Also present will be:

H W B DAVIES: Principal, aged 35. Initial articulation of HMI's response to Office-generated policy work. A fast stream entrant, he was formerly territorial officer for the Midlands.

S T CROWNE: HEO(D), aged 25. Joined DES from University in 1978. He is Dr Boyson's Private Secretary.

S R A COLLEY: EO, aged 48. Joined DES in 1979 after service in the Royal Navy. He is Dr Boyson's Assistant Private Secretary.

LUNCH WITH MINISTERS AND OFFICIALS

Secretary of State

Mr Channon

Dr Boyson

Mr Shelton

Mr Waldegrave

Permanent Secretary

Mr Simpson)
SCI) Biographical details at Annex A
Mr Halsey)
Mr Jameson)

Miss J A Gilbey)
Mr D M Forrester) Biographical details shown on attached
Mr C H Saville) sheet
Mr P A Shaw)

The Prime Minister will also meet the Secretary of State's Principal Private Secretary:

Mrs I Wilde: Age 33. Has been PPS for 10 months. Was previously the Secretary of the Warnock Committee on the education of handicapped children.

After the lunch, the Prime Minister will meet the staff and students of Croydon College who prepared it. They are:

Lecturer and course tutor - J Hutchin

Students - Miss B Boyle (Age 18)
Miss E Cane (Age 17)
D Clouston (Age 17)
J Tsoukkas (Age 18)

LUNCH WITH MINISTERS AND OFFICIALS

(Assistant Secretary biographical details)

NAME	AGE	DATE JOINED DEPARTMENT	PREVIOUS CAREER	PRESENT FUNCTIONS	ADDITIONAL POINTS
D M FORRESTER	38	1967	1971-72: Private Secretary to Lord Belstead 1977-79: On loan to Treasury 1979: Promoted Assistant Secretary, Finance Branch (local authority expenditure)	Assistant Secretary FHE 1 Branch (Polytechnic and other local authority higher education policy and expenditure)	
MISS J GILBEY	44	1961	1972: On loan to CSSB 1973: Private Secretary to Lord Eccles	Assistant Secretary FHE 3 Branch (student awards)	Miss Gilbey is known in the Department by her maiden name. Her married name is Mrs Campbell
C H SAVILLE	39	1965	1969: Private Secretary to Miss Lee 1975-77: Cabinet Office (referendum) and later Private Secretary to Lord President of the Council (Mr Short and Mr Foot) 1977: Promoted Assistant Secretary Schools I Branch	Assistant Secretary FHE 1 Branch (Higher education finance, UGC matters) (1981)	His wife is also in DES - Mrs Kathy Saville (Principal)
P A SHAW	33	1972	1975: Private Secretary to Permanent Secretary (Sir William Pile) 1979-82: Private Secretary to the Secretary of State (Mr Carlisle and subsequently Sir Keith Joseph)	Assistant Secretary Finance Branch (local authority expenditure) (1982)	

BRANCH VISITS

FHE 2 Branch

C R WALKER: Under Secretary, aged 47. Joined DES on promotion to Under Secretary in 1977. Previous career includes spells with the Board of Trade and the Department of Trade and Industry. From 1968-71 was Private Secretary to Lord Privy Seal. Assumed responsibility for FHE 2 Branch in 1980. Responsible for vocational preparation and vocational education, including relations with the MSC, and for the Youth Service.

R W CHATTAWAY: Assistant Secretary, aged 37. Joined DES in 1967. From 1970-71 was Private Secretary to the then Permanent Secretary (Sir William Pile). Present responsibilities are technical education, 16-19. His wife - Mrs Carol Chattaway - is also an Assistant Secretary, in the Department's FHE 3 Branch.

P F EMMS: Assistant Secretary, aged 47. Joined DES in 1981 on loan for 2 years from DOE where his last post was Head of Greater London Housing Division. Taught from 1959-67 at Abingdon School, Berkshire, and then Rugby. Present responsibilities are the youth service, education and industry, information technology and education.

A D ADAMSON: Economic Adviser, aged 35. Has occupied a Principal post in Further and Higher Education Branch 2 since January 1982, dealing with policy on the education of technicians. He wishes to transfer permanently into the Principal grade in due course.

K L R ENGLISH: Principal, aged 42. An ex-Parliamentary Clerk, moved from the Office of Arts and Libraries in September to Further and Higher Education Branch 2, where he has a liaison role with the Manpower Services Commission.

MISS K J FLEAY: HEO(D), aged 25. Joined DES from University in 1979. Until recently, assistant secretary to the Review Group on the Youth Service. Now working in the area of information technology and engineering education.

S A MELLOR: HEO, aged 31. Transferred to DES 2 years ago from the Manpower Services Commission. Currently engaged on work connected with the Technician Education Council, the Business Education Council, Regional Examining Bodies and curriculum and examination aspects of the 16-19's within FE.

MISS B M WHITE: EO, aged 59. Provides general assistance on matters relating to further and higher education including general policy on the education and training of 16-19s and trade union studies. Is retiring on 26 November after over 40 years in the Civil Service.

MISS J V WOOD: EO, aged 31. Provides general assistance on matters relating to the Technician and Business Education Councils, Regional Examining Bodies, and other areas of the FHE field.

V GULBEKIAN: CO, aged 23. Works in the team dealing with Education and Industry; micro-electronics and education; Information Technology and education; further education aspects of manpower planning.

M A P KUBILIUS: CO, aged 22. Works in the team with responsibility for the FE aspects of special measures for the unemployed.

MISS G L PRATT: CA, aged 23. Joined DES in April this year. Works as PA to two Principals and gives general assistance to her section.

Schools I Branch

N W STUART: Under Secretary. Biographical details given in Annex A.

M M CAPEY: Assistant Secretary, aged 49. Joined DES in 1971 as a direct entry Principal, after 12 years as a Methodist Minister. Present responsibilities include the organisation of schools and the school building programme.

E R MORGAN: Assistant Secretary, aged 37. Joined DES in 1964 as an EO. Selected as HEO(A) in 1973 through the in-service selection scheme. Present responsibilities include admission to schools; voluntary and independent school matters; school meals and milk. Mrs Thatcher may remember his father, Evan Morgan, who was an Assistant Secretary in DES until he retired in 1977.

MISS A M J BENHAM: Principal, aged 33. Assigned in September 1982 to Schools Branch I where she is territorial officer dealing with Outer London Boroughs north of the Thames, and Northamptonshire. Also has functional responsibility for voluntary schools.

H H BARRICK: Principal, aged 36. Promoted Principal in March 1982. Is territorial officer for part of the Northern area in Schools Branch I and, as Branch Establishment Officer, assists the head of branch on staff management matters. Has functional responsibility for schools transport, milk and meals.

R J GREEN: Principal, aged 29. Was assigned on promotion in August 1980 to Schools Branch I where he deals as territorial officer with part of the Northern area and has functional responsibility for 16-19 education.

P J THORPE: Principal, aged 31. Has served since October 1980 in Schools Branch I where he is territorial officer for the Eastern area and has functional responsibility for the independent sector and the assisted places scheme.

MISS K GREHAN: HEO, aged 35. Was responsible for the Secretary of State's diary during Mrs Thatcher's final six months as Secretary of State for Education and Science. She has since been promoted and is now responsible for a group of North Eastern LEAs.

J F BIRD: HEO, aged 32. A graduate in Politics and Government from Kent University. Joined the DES in 1974. Has functional responsibilities for school meals, milk and transport as well as territorial duties for LEAs in South and West Yorkshire and Humberside.

TEA WITH CROSS SECTION OF STAFF

The Prime Minister will be introduced to the staff by

A E D CHAMIER: Under Secretary, Director of Establishments and Organisation, aged 47. Joined DES in 1972, from the Diplomatic Service. Was Private Secretary to Mrs Thatcher from 1973-74.

Those invited:

J ANDREWS: Security guard, aged 56. Chairman of the DES Branch of the Civil Service Union.

MRS C M APPLEBY: CA, aged 22. Joined DES in 1981. Works in a Registry.

MISS A BARLOW: HEO, aged 34. An English graduate who taught for a year in Finland before joining the Civil Service. Worked on the 1981 Education Act (special educational needs). Now has territorial responsibilities in Schools I Branch for LEAs in the South West.

MRS T BATEMAN: Chief Superintendent of Typists, aged 49. Worked for the old Ministry of Education before starting a family. Re-joined DES in 1973.

MRS J BAVINGTON: Senior Personal Secretary, aged 54. Secretary to the Director of Establishments.

H BOYLE: CO, aged 25. Member of the Science Branch team dealing with the science budget and international civil science. Member of the TA.

MISS S C BRACE: EO, aged 30. Member of the support team for 34 professional staff involved in educational building development and research.

MRS H T BUNDOCK: EO, aged 26. A direct entrant graduate employed on committee work in the Assessment of Performance Unit.

R G FENN: HEO, aged 49. Joined DES in 1968 from Customs and Excise. He has worked in both the Darlington and London offices of the Department and has been 2½ years in his present post. He has functional responsibilities for Independent Schools.

B J FITCHETT: HEO, aged 37. Joined the DES in 1962 as a Clerical Assistant. His territorial responsibilities cover the North East and West Yorkshire, including the Secretary of State's constituency.

R TYER: HEO, aged 31. Is on a 2 year loan to the DES and returns to MPO at the end of November. He has been a successful example of cross posting between departments to broaden experience. He has been heavily involved in the administration of the Assisted Places scheme.

MRS E SUFFOLK: EO, aged 58. Has responsibility for processing grant and loan payments for building work at voluntary-aided and special agreement schools. Mrs Suffolk is Hungarian and, it is understood, came to this country as a refugee.

MRS A KHANNA: CO, aged 36. At present on temporary promotion to EO and engaged on similar work to Mrs Suffolk. Before joining the service in 1974 Mrs Khanna was a mathematics teacher in Kenya.

MRS V NORTON: CO, aged 58. Joined the Department as a CA in 1965 and has served all her career in Schools Branch. Presently a member of the team which is responsible for grant aiding building work at voluntary-aided and special agreement schools.

H M WOLFF: CO, aged 35. Joined the Department in 1973. Has been in Schools I since October, engaged on similar work to to Mrs Norton.

E EARLE: Sandwich course student, aged 20. Joined the Department in September for one year as part of his studies for a B A Honours degree in Public Administration at Leicester Polytechnic. Also works on grant-aiding building work at voluntary-aided and special agreement schools.

R C BUTTER: HEO, aged 53. Member of FHE 2 Branch where he is involved in general policy relating to Industrial Training Boards and the appointment of assessors and education members. Chairman of the Departmental Trade Union Side, he is both moderate and realistic in negotiations and generally exerts a calming influence.

K CAMPBELL: HEO, aged 32. A graduate in French who joined DES in 1973. Works in Teachers Branch on policy relating to induction and in-service training for teachers.

J CHESMORE: EO, aged 59. An ex-Army officer who worked in industry prior to joining DES in 1973. Supervises the Department's Committee Section which processes and circulates papers for all DES committees.

MISS D J DAWSON: Assistant Secretary, aged 57. Joined DES in 1973 from the Cabinet Office where, from 1970-73 she worked for Mrs Thatcher as Secretary of the Womens National Commission. Now has responsibilities in Schools Branch III for the Assessment of Performance Unit and the Schools Council.

A M DOLPHIN: Senior Economic Assistant, aged 25. Member of the Financial Modelling Team of the Department's Planning Division.

MISS C G EDWARDS: Principal Architect, aged 48. Member of the Development Group of Architects, Building and Schools II Branch, concerned with projects for a middle school, the renewal of a primary school and the design of accommodation for special education.

P EMPLETON: Printing Services Manager, aged 44. Has overall control and organisation of the Department's Printing and Stationery Unit.

N GAFFIN: Chief Information Officer (A), aged 51. Deputy Chief Press Secretary at No. 10 from 1979 to March 1982, when he joined DES. Has married since leaving No. 10.

MISS P GINGER: HEO, aged 33. Worked in the Correspondence Section of the Secretariat when Mrs Thatcher was Secretary of State. Since then she has twice been promoted and currently works in FHE 3 Branch on duties which include questions arising on Student Unions.

MRS D H L GOLDING: Office Keeper I, aged 54. Joined DES in 1978 from HM Customs and Excise.

E B GRANSHAW: Senior Principal, aged 52. Joined DES in 1950 as an EO. Now works in the personnel division of Establishments and Organisation Branch. His wife was formerly a Principal in the Department - maiden name Marilyn Gummer

D HALLADAY: Senior Executive Officer, aged 31. Presently on Principal duties as Secretary to the Committee of Inquiry into the Education of Children from Ethnic Minority Groups, now under the chairmanship of Lord Swann.

J C HEDGER: Assistant Secretary, aged 39. Joined DES in 1966. Was Assistant Private Secretary to Mrs Thatcher from 1970-71. Promoted to Assistant Secretary in 1977. Now in Schools Branch III with responsibilities for examinations.

H HUTCHINSON: Clerical Assistant, aged 18. Joined DES in March 1982. Works in Establishment's Branch Registry.

D J JONES: Principal Auditor, aged 38. Came to the Department from the Royal Mint in 1979, on promotion. His main task is to manage the development and expansion of the internal audit unit along the lines recommended by HM Treasury.

MISS S M KENNETH: Specialist Typist, aged 26. Joined DES in 1972, and now works in the Wordplex Pool.

MISS K J KURUCZ: CO, aged 21. Joined DES in 1980 as a CA. Now works in the team providing support for HM Inspectorate.

R B LADLEY: Principal Scientific Officer, aged 36. Head of the Financial Modelling Team in Planning and International Relations Branch, responsible for the development of models covering most areas of the education service.

CLOSED UNDER THE FREEDOM OF INFORMATION ACT 2000

G C LORD: Paperkeeper, aged 59. Joined the Department in 1978 as a Messenger and was promoted to Paperkeeper in January of this year.

MRS A E MELLOR: Principal Statistician, aged 40. Works in Statistics and Computing Services Branch and has recently moved from a post having responsibility for schools examinations and school leavers' statistics to one providing statistical advice to HM Inspectorate. She works about 75% of a full-time day.

MRS A MUMFORD: CO, aged 64. Re-joined the Civil Service in 1966 and came to the Department on transfer in 1978. She is currently in the Library where she is responsible for ordering HMSO publications.

MRS J NISBET: Senior Executive Officer, aged 35. Works in the Management Services Unit of Establishments Branch. Was Private Secretary to Neil Macfarlane and, for a short while, to Mr Shelton. As Miss June Dawkins she served in Mrs Thatcher's private office in DES.

T J PERKS: Principal Information Officer, aged 46. Has been the Department's Chief Press Officer for nearly 11 years.

N J SANDERS: Assistant Secretary, aged 37. Joined DES in 1971. Assistant, later Principal Private Secretary to the then Secretary of State from 1974-75. A Private Secretary to Mrs Thatcher from 1978-81. Now in Schools Branch III with responsibilities for schools curriculum questions.

MISS I SAWYER: Senior Messenger, aged 59. Miss Sawyer joined the Department in 1974 as a messenger and was promoted to Senior Messenger in September last.

F M SCOTT: Principal, aged 35. Has served in Teachers Branch since May 1981 dealing with teacher-training matters. A Captain in the Territorial Army, he gained an Open University degree in economics in 1977.

C TREDGER: SEO, aged 30. A qualified Accountant who joined DES in October 1981 as a Senior Accountant. He last job before joining the Civil Service was as Assistant Area Accountant for Beecham Group Ltd.

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Enc. Roberts to Flemer 19/11/82

CLOSED UNDER THE
FREEDOM OF INFORMATION
ACT 2000

MRS M B TRIPPTREE: Personal Secretary, aged 36. Secretary to Mr Gaffin, CIO.

J WATSON: Senior Executive Officer, aged 38. Accounts Manager, Darlington, in charge of the computerised accounting system.

L R F WIGGINS: Assistant Secretary, aged 53. Joined DES in 1968 as an SEO after service with MOD. Now controls the Department's Computing Services Division and is our senior official in Darlington for establishment matters.

J WILDE: Principal, aged 39. Has served since 1980 in Schools Branch I where he is territorial officer for the Southern area and has functional responsibility for schools capital expenditure.

The following members of staff have been responsible for the tea arrangements and will also be present:

MISS B SMART: HEO, aged 29. Heads the team in Schools Branch I which is responsible for the payment of grants and loans to voluntary and special agreement schools.

MRS B I JACKSON: Personal Secretary, aged 50. Secretary to Mr Granshaw in Establishments Branch.

WORK OF THE BRANCHES TO BE VISITED

FURTHER AND HIGHER EDUCATION 2

This Branch is concerned with non-advanced further education, education at all post-16 levels for engineering, information technology and a wide range of other subjects including for example agriculture and business studies. It is also concerned with the education-based Youth Service and has a coordinating role within the Department on 16-19 matters. It has three divisions headed by Assistant Secretaries.

Division A has two main areas of responsibility. The first is engineering, microelectronics and information technology in further and higher education. The second is the education-based Youth Service. It is also concerned with further education in a range of specific subject areas including agriculture, art and design and architecture.

Division B is concerned with courses and programmes designed to prepare young people for the world of work (vocational preparation) and with the educational element of special measures for the unemployed. It therefore maintains close links with the Manpower Services Commission on the development and running of programmes such as the Youth Training Scheme. It is concerned with general policy for student support for 16-19 year olds; with further and higher education for a range of industries including transport, hotels and catering, printing and business studies, and with the vocational educational activities of the European Community, OECD and other international organisations.

Division C is concerned with the curriculum for further education at sub-degree level. It deals with the examining and validating bodies active in this field, notably the Business Education Council (BEC), Technician Education Council (TEC) and City and

Guilds of London Institute (CGLI) and is currently concerned with the forthcoming merger of BEC and TEC. It sponsors the Further Education Curriculum Review and Development Unit (FEU) consisting of a small group of education professionals which is to be hived off from the Department from 1 January 1983. It is concerned with careers guidance, open and distance learning including links with the MSC's new Open Tech programme. It is responsible for trade union studies - for which finance has been cut - in close cooperation with the Department of Employment and with further and higher education in a range of industries including textiles, mining and ceramics.

SCHOOLS I

At Assistant Secretary level the Branch is organised into two Divisions with specific policy responsibiities. Division A deals with organisation of schools including sections 12-16 of the Education Act 1980 concerning establishing, closing, enlarging or changing the character of maintained schools; Branch interest in 16-19 education; capital expenditure on school building; nursery education; European schools; local government matters; school leaving age.

Division B is responsible for admission to and attendance at schools; matters relating to independent schools including the assisted places scheme; policy on voluntary schools generally and the administration of appropriate grants and loans; the government of county and voluntary schools; school transport; school meals and other education welfare benefits.

At Principal level the Branch is organised into 8 teams which have a matrix of responsibilities. Each team has territorial responsibility (typically for about 12 LEAs) for all maintained school matters in which the Branch has an interest. This involves them in day-to-day contact with LEAs, HM Inspectorate and other bodies such as the Churches. Additionally each Principal has a block of policy work (with support from his team) and reports to the relevent Assistant Secretary.

DES* 1970 - 82 CHANGES IN SIZE

SIZE

(i) Total Staff-in-Post

	1970	1971	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982
Nos	3094	2996	2986	2959	2871	2908	2918	2808	2679	2687	2643	2547	2428
Index	100	96.8	96.5	95.6	92.8	94.0	94.3	90.7	86.6	86.8	85.4	82.3	78.5

(ii) Open Structure posts

1970	1974	1979	1982
22	26	23	20

*DES including the UGC but excluding the Victoria and Albert and Science Museums

DES 1974 - 82: CHANGES IN FUNCTIONS

AREAS OF REDUCED ACTIVITY

SCHOOLS

Secondary Re-organisation

Nearly all LEAs reorganised: fewer reorganisation proposals to consider

Capital Expenditure

Smaller building programme (falling rolls);

Relaxation of controls over local authorities

School Meals and Milk

Relaxation of central controls (1980 Education Act)

AREAS OF INCREASED ACTIVITY

SCHOOLS

Contraction

Encouragement of LEAs to take surplus places out of use and rationalise provision

Curriculum

More interventionist stance:-

- 1975 - Schools III Branch established with responsibility for curriculum, exams etc
- 1975 - Assessment of Performance Unit (APU) established to provide information on pupils' performance
- Development of curricular policy - 1981 "The School Curriculum"

Examinations

Proposals for reform and improvement at 16+, 17+, 18+

Assisted Places Scheme

Initiated 1981

DES 1974 - 82: CHANGES IN FUNCTIONS (continued)

AREAS OF REDUCED ACTIVITY

HIGHER AND FURTHER EDUCATION

Capital Expenditure

Relaxation of controls over local authorities and universities

Wales

Responsibility for non-university HE, adult education youth and community services transferred to Welsh Office in 1978

AREAS OF INCREASED ACTIVITY

HIGHER AND FURTHER EDUCATION

Higher Education

Increased intervention; restructuring

Initial Teacher Training

Managing contraction of the system

Young unemployed

- 1976 - Further Education Curriculum Development Unit (FEU) established to develop provision for uncommitted young people of average and below-average ability
- Liaison with MSC on education elements of Youth Opportunities Programme

Information Technology

Post-Experience Education

PICK-UP initiative

DES 1974 - 82: CHANGES IN FUNCTIONS (continued)

AREAS OF REDUCED ACTIVITY	AREAS OF INCREASED ACTIVITY
ARTS	ARTS
Wales	Public Lending Right
Responsibility for public libraries transferred to the Welsh Office in 1978	Inception, 1982
DES MANAGEMENT	DES MANAGEMENT
	Internal Audit
	Manpower Reductions
	Financial Management Initiative

EDUCATION EXPENDITURE

Details of expenditure on education and science (England only except for universities and science) are given on pages 38-41 of Volume Two of the last Public Expenditure White Paper, Cmnd 8494.

2. The Chancellor of the Exchequer announced on 8 November that the education and science programme would be increased by £64m net in 1983-84. All but £4m of this will be local authority current expenditure, which accounts for four-fifths of the programme. Paragraph 2.22 of the Autumn Statement said:

> "Changes in Vote-borne expenditure include increased provision for new technologies, including the recruitment of young researchers, and for increased costs in the universities, particularly superannuation; and savings on student awards".

3. The Secretary of State gave further details of his proposals for expenditure in 1983-84 in his written Answer to Mr Colvin on 8 November. A copy is attached at Appendix A for ease of reference.

4. The following notes bring out the main features of recent expenditure and immediate prospects.

General

5. Total expenditure on education this year, within the DES responsibility, will be about £12 billion (cf defence £14½ billion, social security £32 billion). This is about 5% less in real terms than in 1978-79, though 60% more in cash. Over the same period the school population as a whole has fallen by nearly 10% but the number of pupils over 16 and of students in further

and higher education has increased by 19%.

6. Looking ahead, the Government's recent decisions (announced for 1983-84, to be announced for the two later years in the Public Expenditure White Paper) will mean small annual increases in cash and - if education costs were to increase by, say, about 4% a year - small annual reductions in real terms. Much depends on the 3½% pay assumption for 1983-84.

7. In assessing the implications of these expenditure figures, account has to be taken of the "diseconomies of scale" as the system contracts. For example, in the demographic circumstances of the last few years, unit teaching costs per child would increase by about 2% per annum (in real terms) without any improvement in PTR for any age of pupil or any improvement in salary grade or scale for any teacher. Illustrative unit costs from 1970-71 to 1980-81 are given at Appendix B.

Schools

8. The number of teachers was reduced by about 21,000 (5%) between its January 1979 peak and January 1982. The overall PTR fell from 18.9 to 18.5 between those dates, but after allowing for the changing age-balance of pupils has been unchanged since January 1980. Because of diseconomies of scale, there has been a worsening of staffing standards in some areas: this may continue. Spending on books and equipment has fallen in real terms. Local authorities seem likely to achieve the Government's target of closing 630,000 surplus places by 1984.

School Meals

9. Staffing and expenditure in real terms have fallen by 25 per cent since 1979-80, thanks largely to the freedom given to local authorities under the 1980 Act to determine their own charges, catering arrangements and so on. Further big reductions are still needed to reach the Government's target.

Further education, especially 16-19

10. The staying-on rate (schools and further education together) has risen from about 25 per cent in 1978-79 to nearly 30 per cent of the 16/17-year-old age group. Additional resources have been made available in 1982-83 and later years as part of the Government's measures to reduce unemployment; and the new Technical Education Initiative will cost the MSC a further £7m next year, with more to come later.

Higher education

11. The Government's plans require a cut of 10 per cent in real terms in expenditure on universities, polytechnics etc. between 1980-81 and 1984-85. This will mean a loss of 10,000 teaching posts (1 in 6), including redundancies, for which provision has been made. An extra £10m has been allocated for "new blood" in 1983-84.

12. Student numbers have continued to increase, and the proportion of the 18+ age group entering higher education in 1981-82, about 13 per cent, was higher than at any time since the early 1970's. Student grants have been cut in real terms by 10 per cent since 1978.

Science

13. In cash, expenditure by the Research Councils has risen from £300m in 1978-79 to nearly £500m this year, a small growth in real terms. Allocations to the SSRC have been cut in favour of other Research Councils, which will play a part in the "new blood" programme.

APPENDIX A

Expenditure 1983-84

Mr. Colvin asked the Secretary of State for Education and Science if he will make a statement about expenditure on education and science in 1983-84.

Sir Keith Joseph: As announced by my right hon. and learned Friend the Chancellor of the Exchequer in his statement today, planned expenditure on education and science in 1983-84 is £12,548 million, that is £64 million more than planned in Cmnd. 8494 as adjusted for the reduction in the employers' national insurance surcharge in the 1982 Budget. This is not directly comparable with the estimated level of spending in 1982-83 because of the new arrangements for local authority expenditure in 1983-84 (see paragraph 4 below.)

2. The level of services that can be afforded within this total depends on the success of local authorities and others in containing their costs, including the effect of pay and price increases in the current year. I outline as folows the policies which would be compatible with an overall increase of about 4 per cent. in education costs in 1983-84. This is consistent with the latest forecast of price increases and with provision for 3½ per cent. pay increases for certain public service groups in the public expenditure plans. If both local authority and other pay settlements are of this order, the cash available will allow for policies broadly in line with those in Cmnd. 8494.

3. In addition, and after allowing for some savings on student awards, the plans allow for:

(a) increased provision of some £14 million as the first instalment of a programme for new technologies, including the recruitment of young researchers (see paragraphs 8, 10 and 11 and 14 below);

(b) £5 million for expenditure specifically for in-service teacher training and training awards in craft, design and technology;

(c) an increased Science Budget from which £4 million will be earmarked for an expansion of the British Antarctic Survey.

Local authority expenditure on education, school meals and milk.

4. Within the total planned current expenditure for local authorities in England in 1983-84 of £19,500 million it is for local authorities themselves to determine the balance between services, taking into account Government policies. Not all of the total has been allocated within the Government's plans to individual services. About £700 million not so allocated is in recognition of the fact that local authorities are going to be spending in 1983-84 more than the Government believes to be desirable and require more time to bring spending into line with the Government's plans. As with the total, it will be for local authoritities to determine how this additional amount is spent but it would be reasonable to assume that each service will receive a share broadly consistent with the present pattern of expenditure and Government policies. The total *allocated* to education, which will form the basis for grant-related expenditure assessments, is £9,428 million. The actual level of service provided will depend crucially on the extent to which local authorities contain their cost increases, and in particular on the level of pay settlements for local authority employees in the months ahead.

5. The figure of £9,428 million includes £273 million for school meals and milk. I look to local education authorities to secure substantial further reductions in net expenditure under this head in order to avoid unnecessarily reducing the resources available for education.

Schools

6. If pay settlements were of the order of 3½ per cent., up to 400,000 teachers could be employed. Taking into account the fall in the school population of compulsory school age as well as further growth in the numbers over 16 staying on at school, this would allow for some improvement in pupil-teacher ratios. It should be possible to avoid compulsory redundancies among teachers on any large scale if full advantage is taken of opportunities for redeployment and premature retirement.

It should also be possible for authorities at least to maintain current levels of expenditure on in-service training. In addition the Department will be inviting bids from local education authorities for grants to support expenditure up to a total cost of £4½ million for selected priorities within in-service training. This will allow the equivalent of a further 750 full-time teachers from September 1983 to be released for in-service training.

7. If teacher numbers fall to 400,000 or just below (and on the stated assumptions about pay and price increases in paragraph 2), it should also be possible, in relation to levels in 1980-81, for provision per pupil on new books and equipment to be improved and for the level of repairs and maintenance to be restored. I look to local authorities to secure maximum effectiveness in their spending on schools; in particular, and in the light of local authorities' replies to circular 2/81, the plans continue to assume that 630,000 surplus places will be taken out of use by March 1984.

Non-advanced further education

8. The plans allow for a further increase in demand for places on full-time and sandwich courses particularly from 16-19-year-olds where numbers are projected to be nearly 20 per cent. higher than in 1980-81. Some economy of scale through a tightening of staffing ratios and of non-teaching costs per student is assumed. £2 million has been allocated for additional support of courses in information technology.

Higher education

9. Excluding the additional cash for new technologies, the cash available for each sector has been set at a level consistent with the planned contraction for higher education. The decisions taken on reduced teacher training intakes fall to be implemented within this plan. The cash for each sector allows for the tuition fee for home full-time and sandwich course students on courses designated for mandatory awards to be held at the present level of £480.

Universities

10. Subject to Parliamentary approval, the total of the universities grant for the 1982-83 academic year will be increased from £1,137 million previously announced to £1,150 million. Recurrent grant for the 1983-84 academic year will be £1,213 million. To the extent that an element of this grant covers part of the 1984-85 financial year it is subject to review in the usual way. These grants allow for the higher employers' contributions to the universities superannuation scheme from April 1983 as well as certain other unavoidable increased costs. The effect of these changes is to increase the recurrent grant available to the universities in the financial year 1983-84 by about £40 million above the level planned in Cmnd. 8494, before taking account of the Government's 3½ per cent. pay assumption. I am also allocating £50 million in the financial year 1983-84 to be used by the University Grants Committee—as in 1982-83—specifically for restructuring including the cost of redundancies.

A separate announcement will be made about an additional allocation of some £10 million which is to be made available to allow for a start in the autumn of 1983 on a programme of recruitment by the universities of additional young researchers and lecturers, as well as for the provision of courses in new technologies primarily to improve the supply of qualified manpower in information technology. Part of this sum will be allocated by the Research Councils. Equipment and furniture grant for 1983-84 will be the same in cash terms as in 1982-83, that is £83·6 million.

Advanced further education

11. Following consultation with the local authority associations, I propose to determine under regulations made under the Local Government, Planning and Land Act 1980 the quantum of expenditure to be met from the capped AFE pool in 1983-84 as £560·5 million. This includes an addition of £2 million for the expansion of courses designed to improve the supply of qualified manpower in information technology. The plans, reflected in this quantum, imply a reduction of some 2,000 full-time equivalent lecturers in AFE between now and next October and corresponding reductions in non-teaching costs. Allowance has been made outside the quantum for expenditure on premature retirement compensation as well as redundancies on the improved terms announced on 4 November. I shall determine later the allocation of the AFE quantum amongst local authorities after I have received the advice of the national advisory body and consulted the local authority associations.

Student awards

12. In the autumn of 1983, the main rates of grant will be increased by 4 per cent. and the parental contribution scale will be adjusted upwards by 8 per cent. in line with earnings in the past year, thus limiting the increase in cash contributions from individual parents. Revised arrangements will be introduced for meeting students' additional travelling costs, which will no longer be paid on the basis of separate specific claims. Details of the new rates of grant will be the subject of a separate announcement.

Capital Expenditure

13. Provision for local authority capital expenditure on education projects at £283 million in 1983-84 allows for the reduced need for new places in schools (which now arises mainly in response to the movement of population) and for an increase in capital receipts. The plans should assist local authorities to undertake projects associated with the removal of surplus school places, and the improvement of schools, and to achieve a small increase in expenditure on equipment in further education. The Department will be writing to local education authorities to inform them of the allocations within the education block.

The science budget

14. The science budget for 1983-84, from which the research councils receive their annual grants-in-aid, will be £509·7 million. This includes provision for an increase of £4 million in the programme of the British Antarctic Survey through the Natural Environment Research Council. Otherwise, the existing level of funding is broadly maintained and will be subject to an addition of part of the £10 million mentioned in paragraph 10; within this an increase will be possible in research to underpin and promote the development of new technologies, including information technology.

APPENDIX B

EDUCATION IN ENGLAND AND WALES

COST PER PUPIL / STUDENT SINCE 1970

£ November 1981 prices (cash in brackets)

	1970-71	1975-76	1978-79	1980-81
Primary	433	535	581	608
	(93)	(259)	(367)	(547)
Index	100	124	134	140
Secondary	780	842	852	857
	(169)	(408)	(539)	(771)
Index	100	108	109	110
Non-advanced further education	1588	1821	1873	1869
	(342)	(872)	(1172)	(165)
	100	115	118	118
Advanced further education	3548	3620	3288	3206
	(764)	(1734)	(2057)	(2842)
	100	102	93	90
Universities	4571	4434	4575	4420
	(1112)	(2145)	(2812)	(4140)
	100	97	100	97

Notes

1 The sharp increase in primary unit costs in the early 1970s reflects Mrs Thatcher's primary improvement programme, while the increase in primary and secondary unit costs in recent years reflects diseconomies of scale associated with falling pupil numbers.

2 School unit costs in Scotland have increased, relative to those above, in recent years and in 1980-81 were about one-fifth higher (nearly one-third higher for secondary schools).

3 Figures for 1981-82 are not yet available.

CURRENT ISSUES

SCHOOLS

1. Surplus school places

The pursuit of the policy of taking surplus school places out of use for educational and financial resons leads to difficult choices in many LEAs about school closures and the organisation of secondary education. Problem cases include a current proposal for secondary schools in Birmingham and the political paralysis in regard to this issue in Liverpool.

2. Wider parental choice

The Prime Minister has received the Secretary of State's minute of 5 November.

3. Future of ILEA

MISC 79 will report on this to the Cabinet: the question arises automatically from the proposal to abolish the GLC.

4. Corporal Punishment in schools

Following a judgement in a Scottish case by the European Court of Human Rights, the Law Officers have been asked to advise their Ministerial colleagues on the implications for England, Wales, Scotland and N. Ireland. Compliance with the judgement is likely to require legislatin to give parents aright to have their children exempted from corporal punishment at school.

5. Abolition of Schools Council

The best way of effecting this is due to be considered by H Committee. The establishment of the two successor bodies - an

examination council and a curriculum development body - will continue to take us through rough waters.

6. Policies to improve the school curriculum

These include:

(1) Preparations for the review in Autumn 1983 of action by LEAs and schools on the guidance in "The School Curriculum" published in 1981.

(2) The follow-up of the Cockcroft Report on mathematics teaching.

(3) The prospective issue of a guidance document on science teaching, and a consultation document on modern language teaching.

(4) The programme of development projects, to start in September 1983, to improve what is offered to the least academic pupils aged 14-16 - perhaps 40% of all at school.

(5) The Technical Education Initiative for pilot projects in technical and vocational courses for age 14-18 on the basis of a partnership between the MSC and LEAs.

The policies to improve the curriculum are related to:

7. The improvement of the examinatons system

(1) National criteria for the 16+ examinations are being submitted by a Joint Council of examination boards to the Secretary of State for approval. He will decide in 1983 whether these provide a satisfactory basis for moving to a single system of 16+ examinations or for an

improvement of the existing dual ('O' level/CSE) system.

(2) The possibility of some broadening of 18+ examinations is under consideration.

(3) Proposals for a pre-vocatioal qualification at 17+ based on a one-year course at school or college are being discussed with the interests concerned, but the required agreement may be hard to secure.

FURTHER AND HIGHER EDUCATION

8. Development of General Higher Education Policy

Study of scope for different funding arrangements for some universities to increase opportunities for excellence.

Development of a loan scheme for student maintenance or broader application.

9. Re-structuring in Higher Education

Orderly carry-through of the planned reductions in funding.

Implementation of a programme to ensure the presence of the "new blood" essential to the quality of research.

Re-balancing of the effort within higher education towards science and technology.

10. Better Control within the Local Authority Higher Education Sector

Evolution of the work of the new National Advisory Body, especially in the direction of discriminating judgments between provision in different institutions.

Achievement of concentrations of effort compatible with the needs locally for part-time provisio.

11. Continuing Education

Promotion of a vocational continuing education at all levels (linked with MSC endeavours in relation to adult re-training and the Open Tech Unit), most visibly through the Department's PICKUP Programme.

12. Opportunities and Curricula for the 16-19 Age Group

The education and training of this age group is the business of the education service (in schools, colleges of further education, to some extent the youth service), of MSC and other central training agencies, and of industry. The Department and LEAs are strongly involved with the MSC-run Youth Opportunities Programme and soon the Youth Training Scheme, with the work of the Further Education Examining/Validating Bodies and with the Further Education Curriculum Unit.

SCIENCE

13. Use of the Science Budget

Development of a keener approach by the Advisory Board for the Research Councils, in closer association with the Advisory Council for Applied Research and Development, for the deployment of the Science Budget.

TEACHERS

14. Premature Retirement and Redundancy

If the system is to contract fast enough and quality be protected, we cannot rely on natural wastage alone. Much has been achieved, but the harder parts are still ahead.

15. Initial Teacher Training

a. Both university and public sector training institutions are being given new (and, overall, reduced) entry targets for 1983, 1984 and 1985. Some of the targets are zero. Within the totals we are achieving significant changes of balance.

b. Action is in hand, through our power over initial teacher training courses and what constitutes a "qualified teacher", to improve the selection of students, the content and effectiveness of training and the initial employment of teachers.

16. In-service Training

More and better in-service training of teachers is essential to the management of contraction. The recently announced specific grant support is a small step forward.

GENERAL

17. Management of Contraction

This affects every phase of the system from primary schools to universities. The central problem is to protect curriculum balance and quality as the system shrinks.

18. Financing of the local education service

Some features of the present administration of the block grant are at odds with the Secretary of State's statutory and traditional roles in the education service: for example, the adverse effects of "targets" on efficient management by provident LEAs; and that some authorities spending further and further above their assessed needs continue to get proportionately increased grant at the expense of other authorities including

those spending below their assessed needs. Present intentions will intensify these difficulties in 1983/84. There is a case for a specific grant covering a limited range of educational expenditure.

IN CONFIDENCE

File

DES
PM

8 November 1982

Thank you for your letter of 5 November about the Prime Minister's visit to the Department of Education and Science. Mrs. Thatcher is content with the arrangements which you propose; I will let you know if there are any particular items which the Prime Minister wishes to discuss during her meeting with officials. If you have not already done so, it would now be reasonable to announce the Prime Minister's visit within the Department.

Timothy Flesher

Miss C. M. Roberts,
Department of Education and Science

IN CONFIDENCE

SF

IN CONFIDENCE

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DEPARTMENT OF EDUCATION AND SCIENCE

ELIZABETH HOUSE, YORK ROAD, LONDON SE1 7PH

TELEPHONE 01-928 9222

Prime Minister:

Are you content with this programme for your visit to DES?

FROM THE SECRETARY OF STATE

Tim Flesher Esq
Private Secretary
10 Downing Street
LONDON
SW1

Yes pls

5 November 1982

TF
S/H

Dear Tim

I am enclosing a draft programme for the Prime Minister's proposed visit to the Department on 24 November. A list of the officials who will be at the policy discussion is attached: lists of those who will be present at other occasions during the day will be provided nearer the time. The aim will be for the Prime Minister to meet all staff in the grades of Under Secretary and above, together with a representative sample from the other grades. She will also meet members of the Trade Union Side at tea.

POLICY DISCUSSION

The Prime Minister has already expressed her general areas of interest for the morning's policy discussion, and the officials have been chosen to reflect this. It would however be helpful to know if there are any specific items within these areas which the Prime Minister would wish particularly to discuss and whether she would wish to be briefed on these in advance of the meeting.

LUNCH

The Prime Minister may like to know that we are proposing to have the lunch prepared by the catering department of Croydon College. The College has been used similarly by the Department in the past and is known to value the training experience for its students. There would be an opportunity for the Prime Minister to thank the students afterwards; they would not be in the room while the lunch was in progress.

BRANCH VISITS

The two selected for the Prime Minister to visit are policy branches: Schools I deals with the organisation and supply of schools, with a structure reflecting both its territorial and policy interests; and Further and Higher Education (FHE) 2 is concerned with curricular matters within the non-university FHE

system (eg Information Technology and engineering education), craft and technician education, relations with the MSC, the 16-19 age group and the youth service.

TEA

We think the staff who will be invited to the tea would appreciate it if a photographer could take some informal pictures. Copies could then be made available for staff, and one or two might be featured in the Department's annual report. Would this be acceptable to the Prime Minister?

Yours ever

Cathy

MISS C M ROBERTS
Private Secretary

IN CONFIDENCE

POLICY DISCUSSION - OFFICIALS TO BE PRESENT

Permanent Secretary

Mr Bird	Deputy Secretary	Further & Higher Education, Science
Miss Browne	Senior Chief Inspector	H M Inspectorate
Mr Simpson	Deputy Secretary	Teachers, Pensions, Planning, Statistics & Computing Services
Mr Ulrich	Deputy Secretary	Schools, Architects & Building
Mr Halsey	Under Secretary	Teachers
Mr Jameson	Under Secretary	Finance
Mr Stuart	Under Secretary	Schools organisation
Mr Tanner	Under Secretary	Science
Mr J H Thompson	Under Secretary	Higher Education

FILE

da

PRIME MINISTER

As you know, you are to visit DES on 24 November from 1100 - 1600 hours. Sir Keith Joseph's office have enquired whether there are any particular items you would like included in the programme. I imagine that you will not need the normal introductory talk on its work! Do you wish to have the following items included:

i) A general discussion with senior officials.

ii) Lunch with Ministers.

iii) A visit to a division - if so, is there any particular area you wish to look at?

iv) Tea with a cross-section of staff including the unions.

v) Any items not included above.

TF

1 October 1982

Caroline — Noted - CF. please make file copy. 1/9

I have cleared 24 November with PM and have proposed it to DES who first reaction is that it is a good day. Keep clear from 11 to 4 for the time being?

MISS STEPHENS

Programme of visits to Departments

Robin

The Prime Minister has mentioned to me once or twice in the last few days that she would like to pay a visit to the Department of Education and Science as part of her programme of Departmental visits. Perhaps we could have a word about this. Could you let me know how far she has got with this programme of visits and when we might fit in one to the DES?

F.E.R.B.

1 September 1982

Robin

P.M. has been to Energy, Health Office, DHSS; Emp; Defence; CSD; Industry; Trade; Env; Treasury & Home Office.

She could go to Education on Wednesday 24: Now if we change liaison. And check with her as it is quite a busy week.

C.J. 1/9

BF
1/6

10 DOWNING STREET

Prime Minister

VISITS TO DEPARTMENTS

You have not visited the Ministry of Agriculture, the Department of Education and Science, and the Department of Transport.

You have some time free in your diary between 1100 and 1500 on 3 June.

Would you like to take up this time by visiting one of these Departments, and if so, which?

No further visits for the time being.

WTSR
29/4/81

file

DSG

Prime Minister

10 DOWNING STREET

THE PRIME MINISTER

12 February 1981

Thank you very much for a most enjoyable and instructive visit to the Home Office yesterday.

You and Brian Cubbon had obviously gone to a great deal of trouble to lay on for me a balanced and varied programme which enabled me to make the best use of my short time with you. I found the discussions most stimulating and I was much impressed with the quality of the people I met at all levels.

Would you please pass on my warm thanks to Brian Cubbon and to everybody else who was involved in the arrangements for my visit.

(Sgd) MARGARET THATCHER

The Rt. Hon. William Whitelaw, C.H., M.C., M.P.

From: THE PRIVATE SECRETARY

Prime Minister.

HOME OFFICE
QUEEN ANNE'S GATE LONDON SW1H 9AT

6 February 1981

Dear Clive,

I enclose background briefing for the Prime Minister's visit to the Home Office next Wednesday, comprising:

(a) the programme, including the names of those the Prime Minister will meet, and their responsibilities;

(b) an organisation chart showing the names and responsibilities of each of the Deputy Secretaries;

(c) a note on manpower;

(d) a short note on finance;

(e) a note on Parliamentary business and Ministerial correspondence (the full account is bulky but we thought it would be of some interest);

(f) a note on accommodation.

If there is anything else the Prime Minister would like, please let me know.

As I mentioned to Mike Pattison on the telephone, Mr. Mayhew will not in fact be able to attend the session beginning at 11.30 a.m., since he will be unavoidably involved in the Committee stage of the Indecent Displays Bill. He will, however, accompany the Prime Minister on her visit to C.3 Division in the afternoon; and, as you know, Lord Belstead will attend the meeting with the heads of the police technical support service.

Yours ever,

J. F. HALLIDAY

Clive Whitmore, Esq.

c.c. Mr L P Wright
Mr A J Lewis

Mr Halliday

PRIME MINISTER'S VISIT

I attach factual briefing as follows:

1) the programme for the visit with the names of those whom the Prime Minister will meet and a brief description of their responsibilities;

2) the Home Office organisation chart (taken from the Staff Directory) with the names of the Deputy Secretaries inserted;

3) a note on manpower with the January manpower statement attached to it;

4) a brief note on finance;

5) a note on Parliamentary business and Ministerial correspondence attached to the material Mr Daly circulated last December about Home Office Parliamentary business last Session;

6) a note on accommodation which incidentally makes the point that the Prison Department staff are divided between 5 buildings.

I am not copying this material to all those whom the Prime Minister will meet. They will mostly be familiar with it and it is intended as background material to be read in advance. But further copies can be provided if required.

R. F. D. SHUFFREY
4 February 1981

PROGRAMME FOR PRIME MINISTER'S VISIT TO THE HOME OFFICE

WEDNESDAY 11 FEBRUARY 1981

1. 11.30 Arrive at Home Office and proceed straight to Home Secretary's Conference Room (Room 765). Meet Home Office Ministers, Permanent Secretary, Deputy Secretaries, Principal Finance Officer and Director of Information Services. Ten minutes introduction by Permanent Secretary on Home Office resources and main areas of work, followed by discussion in the course of which the Director General of the Prison Service will talk about the prison system for five minutes.

Present

Home Secretary	(deals personally with emergencies, Royal matters, gambling and security)
Mr Raison (Minister of State)	(Immigration, nationality; race relations; human rights; data protection; animals; and other matters)
Mr Mayhew (Minister of State)	(The criminal law and the administration of justice; home defence; electoral matters; obscene publications; and other matters)
Lord Belstead (Parliamentary Under Secretary of State)	(Police; prisons; fire; broadcasting; probation and parole; Channel Islands and Isle of Man)
Sir Brian Cubbon	Permanent Secretary
Mr Andrew	Deputy Secretary (Police and Fire Departments)
Mr Brennan	Deputy Secretary (Criminal Departments)
Mr Semken	Deputy Secretary, Legal Adviser
Mr Shuffrey	Deputy Secretary, Principal Establishment Officer (Establishment, Finance and General Departments)
Dr Simpson	Deputy Secretary, Chief Scientist (Radio Regulatory and Statistical Departments, Research Unit and Scientific Advisory Branch)
Mr Trevelyan	Deputy Secretary, Director General of the Prison Service
Mr Woodfield	Deputy Secretary (Broadcasting, Community Programmes and Equal Opportunities, and Immigration and Nationality Departments)
Mr Train	Under Secretary (Principal Finance Officer)
Mr Grant	Director of Information Services (Public Relations Branch)

2. 12.30 Meet Prisons Board (drinks) Room 867.

The Prisons Board are

Mr Trevelyan		
Mr Fowler	Deputy Director General	
Mr Chilcot	Under Secretary (Director of Personnel and Finance)	
Mr Faulkner	Under Secretary (Director of Operational Policy)	
Mr Neale	Under Secretary (Director of Regimes and Services)	
Dr Orr	Under Secretary (Director of Prison Medical Services)	
Mr Gibson	Regional Director (South East)	
Mr Higman	Regional Director (North)	
Mr Lister	Regional Director (Midland)	
Mr Wheeler	Regional Director (South West)	
Mr Custis	Non-Executive Member, Group Director of Finance of Guest, Keen and Nettlefolds Ltd	both recently appointed
Mrs Hughes	Non-Executive Member, Group Industrial Relations Director of MacMillans Publishers Ltd	

3. 12.50-1.50 Lunch (Room 858) with Home Secretary, Permanent Secretary, Principal Establishment Officer, and some Under Secretaries and Assistant Secretaries.

Those present will be

Home Secretary	
Sir Brian Cubbon	
Mr Shuffrey	
Mr Bantock	Under Secretary (Police Department)
Mr Hilary	Under Secretary (Immigration and Nationality Department)
Mr Langdon	Under Secretary (Criminal Justice Department)
Mrs Littler	Under Secretary (Broadcasting Department)
Mr Addison	Assistant Secretary (Nationality)
Miss Clayton	Assistant Secretary (Prison manpower)
Mr John Halliday	Assistant Secretary (Home Secretary's Principal Private Secretary)

Mr Morris	Assistant Secretary (Crime Policy Planning Unit)
Mr Phillips	Assistant Secretary (Public Order, terrorism, firearms)
Mr Wasserman	Assistant Secretary (Elections, Gambling, Taxis)

4. 1.55-2.25 Meet heads of the Police Technical Support Services (Room 765):-

Mr Renton	Under Secretary
Mr Dawson	Assistant Secretary (Technical and equipment policy matters)
Dr Curry	Controller, Forensic Science Service
Mr Rapsey	Director, Police Scientific Development Branch
Mr Duguid	Head of Police National Computer Unit

5. 2.30-3.00 Visit to C3 Division (4th floor): meet Assistant Secretary and other officials concerned with the handling and subsequent supervision of mentally abnormal offenders in NHS hospitals.

C3 Division is headed by

Mr Wilson	Assistant Secretary. (As well as policy and casework on mentally disordered offenders, his responsibilities include extradition, diplomatic immunity (criminal cases) and territorial jurisdiction matters).

6. 3.00-3.30 Tea with cross-section of staff (about 40 people) (Room 867).

Introductions to staff at tea will be made by

Mr Taylor	Under Secretary (Establishment Department)

7. 3.30 Depart.

HOME OFFICE ORGANISATION CHART

DEPUTY UNDER-SECRETARY OF STATE
A J E Brennan

- CRIMINAL JUSTICE DEPARTMENT
  - Assistant Under-Secretary of State — C2, C3, C5 Divisions
- CRIMINAL POLICY DEPARTMENT
  - Assistant Under-Secretary of State — C1, C4 Divisions, Crime Policy Planning Unit [Criminal Injuries Compensation Board]
- *PROBATION & AFTER-CARE DEPARTMENT
  - †Assistant Under-Secretary of State — H1, H2, H3 Division, Drugs Branch, Probation & After-Care Inspectorate, Cruelty to Animals Inspectorate [Parole Board]

DEPUTY UNDER-SECRETARY OF STATE
R J Andrew

- FIRE DEPARTMENT
  - Assistant Under-Secretary of State — G1, G2, G3 Divisions, Fire Service Inspectorate, Fire Service Staff and Technical Colleges
- POLICE DEPARTMENT
  - Assistant Under-Secretary of State — F1, F4, F6 Divisions, HQ UK Warning & Monitoring Organisation, Home Defence College
  - Assistant Under-Secretary of State — F2, F3, F5 Divisions, Police Staff College and Training Centres, Crime Prevention Centre
  - Assistant Under-Secretary of State (Technical Services) — F7 Division, Police National Computer Unit, Directorate of Telecommunications, Police Scientific Development Branch
  - HM Chief Inspector of Constabulary — HM Inspectors of Constabulary
  - Controller, Forensic Science Service — HQ Forensic Science Service, Central Research Establishment, Forensic Science Laboratories

DEPUTY UNDER-SECRETARY OF STATE
P J Woodfield

- BROADCASTING DEPARTMENT
  - Assistant Under-Secretary of State — T1, T2 Divisions
- COMMUNITY PROGRAMMES AND EQUAL OPPORTUNITIES DEPARTMENT
  - Assistant Under-Secretary of State — I1, I2 Divisions, Race Relations Adviser's Office, Voluntary Services Unit [Commission for Racial Equality], [Equal Opportunities Commission], [WRVS]
- IMMIGRATION & NATIONALITY DEPARTMENT
  - Assistant Under-Secretary of State — B1, B2, B3, B4 Divisions, B Divisions' General Section, Immigration Service (Immigration Appeal Tribunal)

PERMANENT UNDER-SECRETARY OF STATE
Sir Brian Cubbon

DIRECTOR-GENERAL OF THE PRISON SERVICE
D J Trevelyan

- PRISON DEPARTMENT
  - Director (Regimes & Services) — P1, P2 Divisions, Director of Psychological Services, Chaplain General of Prisons, Chief Architect's Branch and Directorate of Works, DIF, Supply & Transport Branch
  - Director (Operational Policy) — P3, P4, P5 Divisions, Public Relations Section
  - Director (Personnel and Finance) — P6, P7, P8, P9 Divisions
  - Director of Prison Medical Services — Medical Directorate

DEPUTY UNDER-SECRETARY OF STATE
R F D Shuffrey

- ESTABLISHMENTS DEPARTMENT
  - Assistant Under-Secretary of State (Personnel, Organisation and Management Services) — Establishment Divisions 1, 2, 3, 4, Home Office and Metropolitan Police Joint ADP Unit; Pay and Prism Branch; Public Relations Branch; Home Office Unit at Civil Service Selection Board
- FINANCE DEPARTMENT
  - Assistant Under-Secretary of State (Principal Finance Officer) — Finance Divisions 1 and 2, Accounts Branch
- GENERAL DEPARTMENT
  - Assistant Under-Secretary of State — E1, E2, E3, Divisions [Gaming Board]

DEPUTY UNDER-SECRETARY OF STATE (CHIEF SCIENTIST)
Dr O Simpson

- STATISTICAL DEPARTMENT
  - Assistant Under-Secretary of State (Director of Statistics) — S1, S2, S3 Divisions
- RADIO REGULATORY DEPARTMENT
  - Assistant Under-Secretary of State — R1 Division, R2 Division, Directorate of Radio Technology
- Scientific Advisory Branch
- Research Unit

DEPUTY UNDER-SECRETARY OF STATE (LEGAL ADVISER)
J D Semken — Legal Adviser's Branch

Chief Medical Officer (at DHSS)

†Reports to the Director-General of the Prison Service on the selection of prisoners for release on licence (including the Parole Board).

*On 16.1.81, on the retirement of the Under Secretary concerned, the Probation and After Care Department was disbanded and its functions allocated to the Criminal Policy and General Departments

E.R.

MANPOWER

A statement of the Home Office manpower position on 1 January 1981 is attached. The total staff in post on that date were 35,481, of which nearly 26,000 were in the Prison Department. Since 1 April 1980 Prison Department staff have increased by 1,521 while the rest of the Home Office has decreased by 134. The bulk of the increase (nearly 1,000) has been in the Prison Service grades, who now comprise over 17,000. Of the 9,600 Home Office staff outside the Prison Department, some 3,000 are in the Police Department (including the Police support services), a similar number in the Immigration and Nationality Department (including some 1,600 in the Immigration Service) and over 1,600 in the Establishment Department, which includes certain common services and a computer installation.

2. The staff in post on 1.1.81 were 81 above the revised Home Office Manpower Ceiling of 35,400 for 1.4.81 which was fixed by the Civil Service Department after Cabinet discussions in December (the Home Office ceiling for 1.4.81 stood at 36,805 in May 1979 and has been reduced five times since then). It has therefore been necessary to impose severe restrictions on recruitment until further notice. Home Office numbers are due to be reduced to 35,000 by 1.4.82.

3. The target for 1.4.84 is 34,900 and this is almost the same as the number in post on 1.10.80. There are two main reasons for this. First, there is to be no reduction in the number of Prison Officers. Secondly, account has been taken of the previously agreed provision for growth in other parts of the Home Office, mainly for the immigration and police support services. Thus the figures mask a need for considerable re-deployment of manpower within the Home Office. The aim is to achieve savings of up to 1,000 posts by 1.4.84. It is proposed to save at least 600 staff by contracting out to the private sector the domestic services (cleaning, catering, gardening, transport etc.) at the Home Office residential training establishments: the police training centres, the police, fire service, home defence

/and prison service ....

and prison service colleges and the prison officers training schools. Further reductions will be achieved by streamlining and improved efficiency throughout the Office.

POSITION ON 1 JANUARY 1981

	Staff-in-post 1.4.80	Staff-in-post 1.1.81	Manpower ceiling 1.4.81	1.4.82	1.4.83	1.4.84
RSION DEPT	24305½	25826	25740	25590	25590	25590
CST OF HO	9789½	9655½	9660	9410	9360	9310
OTAL	34095	35481½	35400	35000	34950	34900

EPARTMENT	Staff-in-post 1.4.80	Staff-in-post 1.1.81	Complement 1.4.82
RISON DEPARTMENT			
utstations; prison service grades	16123½	17070½	16965
other grades	6706	7011	7035
R and regional offices	571½	809½	(
irectorates of Industries nd Farms, Works, and Supply nd Transport	904½	935	(1705 (((
TOTAL	24305½	25826	25705
OLICE DEPARTMENT			
raining Establishments	726½	736	708½
orensic Science Service	548½	578½	566
olice National Computer Unit	268½	305½	368
irectorate of Telecommunications	1217½	1230	1230
olice Scientific Development Branch	102½	111½	120½
olice Department	127½	128½	121½
ivil Defence	125	123½	131½
TOTAL	3116	3213½	3246
MMIGRATION AND NATIONALITY			
mmigration Service	1622	1665	1689½
Divisions	1421	1413	1337½
TOTAL	3043	3078	3027

DEPARTMENT	Staff-in-post 1.4.80	Staff-in-post 1.1.81	Complement 1.4.82
RETARIAT	66	64	60
TABLISHMENT DIVISIONS, JADPU AND PUBLIC RELATIONS BRANCH	1869	1633	1586
INANCE DEPARTMENT	181	171	166
TATISTICAL DEPARTMENT	152	154	142½
RIMINAL DEPARTMENT	152	145	138
ENERAL DEPARTMENT	68	64	51½
OMMUNITY PROGRAMMES DEPARTMENT	45	40	40
ROADCASTING DEPARTMENT	33	32	26
ADIO REGULATORY DEPARTMENT	238½	246	245
IRE DEPARTMENT	433½	423½	408
ROBATION AND AFTER-CARE DEPARTMENT *(3)	233½	229½	212½
EGAL ADVISER'S BRANCH	28½	26	29
ESEARCH UNIT	62	61½	60
CIENTIFIC ADVISORY BRANCH	55½	62½	63
RISONS INSPECTORATE	13	12	13
OTAL (EXCLUDING PRISON DEPARTMENT)	9789½	9655½	9513½
RAND TOTAL	34095	35481½	35218½

OTES

(1) "Manpower ceiling" is the staff numbers for which we have financial provision in the financial estimates. They reflect the successive reductions that have been made to accommodate the 1979 and 1980 Civil Service pay settlements, the cut of 460 posts by 1.4.82 following the Lord President's review, the £1m savings in staff costs from 1981-82 agreed with the Treasury as part of general reductions in public expenditure, and reductions consequent upon the Prime Minister's statement of 13 May 1980 and last month's Cabinet decisions.

(2) "Complement" is the number of staff which are considered to be necessary to carry out functions within overall manpower constraints.

(3) On 16.1.81, on the retirement of the Under Secretary concerned, the Probation and After Care Department was disbanded and its functions allocated to the Criminal and General Departments.

E.R.

FINANCE

Public Expenditure (the figures are estimates for 1981-82 at 1980 survey prices)

1. Expenditure on services for which the Home Office is responsible is estimated at about £2,600 M (just over 3% of total public expenditure). Over 80% of this is incurred initially by local authorities (police, fire, magistrates' courts and probation), the lion's share (almost £1,600 M) being on the police service. The fire service costs about £380 M, courts (magistrates' and coroners) about £100 M and probation and after-care some £80 M. Central Government contributes to the cost of these services by specific grant and rate support grant. Direct expenditure by the Home Office is estimated at about £500 M (gross) of which over £300 M is on the prison service.

Departmental Costs (the figures are estimates for 1980-81 in cash)

2. The 1980 "Rayner Scrutiny of Departmental Costs" indicated that the Home Office cost about £600 M to run, of which some £450 M related to the Prison Department. The £600 M included substantial sums not borne on Home Office Votes (e.g. for accommodation). Staff costs in the Home Office (excluding superannuation) amounted to some £340 M and about £100 M went on running costs. Accommodation accounted for over £90 M.

E.R.

HOME OFFICE PARLIAMENTARY BUSINESS AND MINISTERIAL CORRESPONDENCE

Parliamentary Business

Attached is a copy of papers produced by the Home Office Parliamentary Clerk last December which give details of the various aspects of Parliamentary Business in which the Home Office was involved in the 1979-80 Session.

Briefly the Home Office was responsible during that Session for 13 Bills which reached the statute book, 8 of them introduced by Private Members or Peers. There were 40 other Bills on Home Office subjects which failed for one reason or another. The Home Office also had 10 Statutory Instruments giving rise to debate, 25 Adjournment Debates, 4 Supply Day Debates, 3 Consolidated Fund Debates, 5 General Debates in the House of Lords, 13 Unstarred Questions, 3 Private Notice Questions, 12 Statements and 4,583 Parliamentary Questions.

Ministerial Correspondence

In 1980 Home Office Ministers answered 22,712 letters, most of them from Members of Parliament or Peers.

HOME OFFICE PARLIAMENTARY BUSINESS: 1979-80 SESSION

The Session ran from 15th May 1979 to 13th November 1980. The annexes to this note give details of the various aspects of Parliamentary business in which the Home Office has been involved during the Session. Additional copies are available if required.

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H PAPERS PRESENTED TO OR LAID BEFORE PARLIAMENT

J. G. DALY
Parliamentary Clerk

Distribution:

Mr. Halliday
Miss Kippax
Mr. Pantling
Mr. L. P. Wright
Deputy Under-Secretaries
Assistant Under-Secretaries
Mr. Grant

December 1980.

Annex A

LEGISLATION

1. HOME OFFICE BILLS

Title	Date of Royal Assent (if reached)	Division(s)
Broadcasting	13.11.80	T2, T1
European Assembly (Pay and Pensions)	26.7.79	E3
Imprisonment (Temporary Provisions)	29.10.80	CPPU, C2, Prison Dept.
Isle of Man	20.12.79	E2
Police Negotiating Board /HL/	20.3.80	F1
Protection of Official Information /HL/	Dropped	C4

2. BILLS ON HOME OFFICE SUBJECTS INTRODUCED BY PEERS OR PRIVATE MEMBERS

A. BILLS WHICH RECEIVED ROYAL ASSENT

Title	Sponsors	Royal Assent	Divisions(s)
Betting, Gaming and Lotteries (Amendment) /HL/	Lord Newall/ Sir Graham Page	31.3.80	E1
Coroners	Mr. Nicholas Budgen/ Lord Renton	17.7.80	H3
Deer	Mr. John Farr/ Lord Northfield	8.8.80	H1
Gaming (Amendment) /HL/	Lord Birkett/ Mr. Michael Shersby	20.3.80	E1
Licensed Premises (Exclusion of certain persons)	Mr. James Hill/ Lord Inglewood	30.6.80	E4
Licensing (amendment) No.2	Mr. Neville Trotter/ Baroness Phillips	17.7.80	E4
Representation of the People	Mr. Cranley Onslow/ Lord Lloyd	31.1.80	E3

Title	Sponsors	Royal Assent	Divisions(s)
Personal Bill			
Edward Berry and Doris Eilleen Ward (Marriage Enabling)		17.7.80	E4

B. Bills which were withdrawn, rejected, dropped, or fell at prorogation

Title	Sponsors	Division(s)
Betting, Gaming and Lotteries (Amendment) (No.2) /HL/	Viscount Massereene and Ferrard	E1
Bill of Rights /HL/	Lord Wade/ Mr. Alan Beith	E4
Charities	Sir Graham Page	E4
Child Maintaince Orders (Annual Up Rating)	Mr. Robert Taylor	C2
Civil Defence (Inquiry)	Mr. John Loveridge	F6
Concessionary Television Licences for Pensioners	Mr. David Winnick	T2
Constitutional Referendum	Lord Alport	E4/E3
Control of Interception	Mr. Bob Cryer	F4
Criminal Injuries Compensation /HL/	Lord Longford	C1
Criminal Justice (Amendment) /HL/	Lord Wigoder	C2
Dealings with Witnesses Bill /HL/	Lord Wigoder	C4
Disposal of Dead Bodies	Mr. Harry Greenway	H3
Ground Game	Mr. Tom Hooson/ Lord Auckland	H1
Hare Coursing (Abolition)	Mr. Kevin McNamara	H1
House of Lords (Elections)	Sir Brandon Rhys-Williams	E4

Title	Sponsors	Division(s)
Hypnotism /HL/	Lord Kinnoull/ Mr. David Crouch	E4
Hypnotism (No. 2)	Mr. David Crouch	E4
Indecent Displays (Control)	Dr. Brian Mawhinney	C4
Jurors	Mr. Christopher Price	C4
Jury Vetting (Abolition)	Mr. Alf Dubs	C4
Law and Order (Overseas Offenders)	Mr. John Farr	C4
Licensing etc. (Amendment)	Sir Nicholas Bonsor	E4
Licensing (Amendment)	Mr. Neville Trotter	E4
Local Government Grants (Ethnic Groups) /HL/	Lord Avebury	I1
Lotteries	Mr. Graham Page	E4
Marriage (Enabling)	Baroness Wootton	E4
Mental Patients (Right to Vote)	Mr. Barry Sheerman	E3
Police	Mr. Jack Straw	F1
Police Authorities (Powers)	Mr. Jack Straw	F4
Police (Special Inquiry)	Mr. Frank Hooley	F2
Protection of Animals (Scientific Purposes)	Mr. Peter Fry	H3
Race Relations Act 1976 (Repeal)	Sir Ronald Bell	I2
Representation of the People (No. 2)	Mr. John Wells	E3
Representation of the People (Armed Forces) /HL/	Lord Lloyd	E3

Title	Sponsors	Division(s)
Representation of the People (Amendment)	Mr. Peter Griffiths	E3
Security Service	Mr. Robin Cook	F4
Sex Discrimination Act 1975 (Repeal)	Sir Ronald Bell	I2
Street Offences (Amendment) /HL/	Lord Avebury	C4
Theft from Shops	Mr. Greville Janner	F3/C4
Vagrancy (Amendment)	Mr. John Fraser	C4

Annex B

STATUTORY INSTRUMENTS GIVING RISE TO DEBATE

	Date	Subject	Division
Commons Lords	: 27 June 1979 : 24 May 1979	Motion for approval of the Draft Pool Competitions Act 1971 (Continuance) Order 1979	E1
Commons Lords	: 25 July 1979 : 24 July 1979	Motion on the Prevention of Terrorism (Temporary Provisions) Act 1976 (Amendment) Order 1979, taken with the Northern Ireland (Emergency Provisions) Act 1978 (Amendment) Order 1979	F4
Commons Lords	: 13 December 1979 : 6 December 1979	Motion for approval of the Representation of the People (Amendment) Regulation 1979	E3
Commons Lords	: 11 March 1980 : 4 March 1980	Motion for approval of the Representation of the People (Variation of Limits of Candidates' Election Expenses) Order 1980	E3
Commons Lords	: 4 March 1980 : 11 March 1980	Motion to approve the Prevention of Terrorism (Temporary Provisions) Act 1976	F4
Commons Lords	: 19 June 1980 : 12 June 1980	Motion to approve the draft Pool Competitions Act 1971 (Continuance) Order 1980	E1
Commons Lords	: 25 June 1980 : Not debated	Firemen (Variation of Fees) Order 1980. (An Order subject to Amendment)	F4
Commons Lords	: 17 July 1980 : 15 July 1980	Motions for the approval of Representation of the People (Amendment) Regulations 1980; The Elections (Welsh Forms) Regulations 1980	E3
Commons Lords	: 16 July 1980 : 16 July 1980	Motion to present a humble address for the approval of the Summer Time Order 1980	E1

	Date	Subject	Division
Commons Lords	: 29 October 1980 : 11 November 1980	Motion for approval of the draft Charities (Lord Hastings Hospital Trust) Order 1980	E1

Annex C

ADJOURNMENT DEBATES

Date	Subject	Member's Name	Division(s)
21.5.79	Operation of the voting system by Members of the Armed Forces and their wives.	Miss Janet Fookes	E3
25.5.79	Determination of the status of refugees under the U.N. Convention on the status of refugees.	Mr. Ivor Stanbrook	B1
	Events at Southall on 22nd and 23rd April as they affect the Home Department.	Mr. Sydney Bidwell	F4
11.6.79	The danger to Greater London arising from reduced fire cover.	Mr. T. Graham	G1
26.6.79	The growing number of summaries issued by prisoners in Her Majesty's gaols.	Mrs. Jill Knight	P3
27.7.79	The operation of immigration control.	Mr. Bob Cryer	B3
7.11.79	The accountability of Special Branch.	Mr. Robin Cook	F4
6.12.79	Citizens' band radio.	Mr. Patrick Wall	R2
12.12.79	The growing problem of Narcotic Drug Addiction.	Sir Bernard Braine	Drugs Branch
25.1.80	The Home Secretary's relationship with Chief Constables.	Mr. Alex Lyon	F1
28.1.80	Residential Homes (fire precautions)	Mr. Tim Sainsbury	G2, FS1
30.1.80	The transfer of Fire Brigade pension rights (the case of Mr. Ingram).	Mr. Tony Durant	Fin. Div. 2
11.2.80	Government policy based upon equality of the sexes.	Mr. Ivor Stanbrook	I2
12.2.80	The extension to England and Wales of the Barlinnie special unit penal experiment.	Mr. Russell Kerr	G3
20.2.80	Civil Defence.	Mr. Robert Banks	F6

Date	Subject	Member's Name	Division(s)
5.3.80	The Horserace Totalisator Board.	Mr. Bruce George	E1
7.3.80	The intended Deportation of Mr. Chris Kelzari.	Mr. David Stoddart	B1
3.4.80	Immigration procedures.	Mr. Alf Dubs	B4/B. Gen
12.5.80	Police (strength, efficiency and morale).	Mr. Ivor Stanbrook	F1
24.4.80	The level of the B.B.C. licence fee.	Mr. Phillip Whitehead	T2
31.7.80	The implications of the Blair Peach inquest verdict.	Mr. Michael Meacher	F4
7.8.80	The death in custody of Paul Lehair.	Mr. Fred Silvester	P4
8.8.80	The death in custody of Richard Campbell.	Mr. Tom Cox	P3
11.11.80	The review of the present Vagrancy Act.	Mr. Tom Cox	C4
12.11.80	Catering Industry (Foreign Workers).	Mr. Neil Carmichael	B1

Annex D

OTHER DEBATES

A. House of Commons

SUPPLY DAY DEBATES

Date	Subject	Division(s)
6 December 1979	T.V. Licences (Half-day)	T2
5 June 1980	Law relating to Loitering with Intent - 'Sus' - 2nd Report from H.A. Committee.	C4
27 June 1980	B.B.C. Orchestras (Disbandment)	T2
1 August 1980	The Prison System.	Prison Dept. Criminal Dept.

CONSOLIDATED FUND DEBATES

Date	Subject	Member	Division(s)
26 July 1979	Provision for the effective custody of long term criminals (class 1X votes 92 10).	Sir Nicholas Bonsor	P3
26 July 1979	Government policy towards the Prevention and Detection of Road Traffic Offences with particular regard to speeding (class 1X vote 10).	Mr. Peter Snape	F5
12 February 1980	Prisons (working conditions) (class 1X vote 9).	Mr. Keith Best	P2, C1 1+2

DEBATE ON THE ADDRESS (QUEEN'S SPEECH

Date	Subject	Division(s)
17 May 1979 (Lords)	Debate on the Address: Second Day. Home Affairs.	Various with C1 attendance

APPLICATIONS FOR DEBATE UNDER S.O.9

There were 5 applications; none were allowed.

B. House of Lords

GENERAL DEBATES

Date	Subject	Peer	Division(s)
27 June 1979	Motion on the proper use of prisons as a factor in maintaining law and order.	Lord Belstead	P1 HQ
11 December 1979	Motion deploring the White Paper on Proposals for revision of the Immigration Rules.	Lord Avebury	B2
16 January 1980	Motion to call attention to the Report of the Committee on Obscenity and Film Censorship (The Williams Report).	Lord Nugent of Guildford	C4
5 March 1980	Motion to call attention to the lack of adequate Home and Civil Defence.	Lord Clifford of Chudleigh	F6
20 March 1980	Statement of Changes in Immigration Rules.	Lord Avebury	B2

UNSTARRED QUESTIONS

Date	Subject	Peer	Division(s)
21 June 1979	Council for Criminal Welfare	Lord Houghton	H3
12 July 1979	Home Office Circular 211/78, about co-operation on juveniles between the Police and other Agencies.	Baroness Phillips	C1
16 July 1979	H.M. Police Inspectors and their Reports to the Secretary of State.	Lord Inglewood	G1
30 October 1979	Misuse of Drugs - Home Office Stat. Bulletin.	Lord Denbigh	Drugs Board
4 December 1979	May Report	Lord Longford	P1
21 February 1980	The Tote and the Aglionby Report.	Lord Wigg	E1
26 March 1980	Life Sentence Prisoners	Lord Longford	P3, C5
29 April 1980	The B.B.C. Scottish Symphony Orchestra	Lord Ross of Marnock	T2
21 May 1980	The interception of communications.	Lord Hooson	P.U.S.S.

11 June 1980	The B.B.C. licence fee	Lord Hill of Luton	T2
24 July 1980	The Parole System	Lord Longford	H2
24 June 1980	The Remand System	Lord Hatchinson	P4
11 November 1980	The case of Michael Carver	Lord Bruce	F3

Annex E

PARLIAMENTARY QUESTIONS, PRIVATE NOTICE QUESTIONS, STATEMENTS AND EDMS

A. Questions

	Commons	Lords
Oral	559	76
Priority Written	1,655	not applicable
Written	2,039	254
Total	4,253	330

Grand Total 4,583 of which 81 were arranged.

*Not necessarily reached during Question Time.

B. Private Notice Questions

There were 22 attempts to raise a question by Private Notice, of which the following were successful.

11th June	1979	Vietnamese Refugees	B.1
27th June	1979	Wakefield Prison Fire	P.5
10th November	1980	Firemen's Pay Dispute	G.1

C. Statements

*27th June	1979	-	Southall	F.4
*31st October	1979	-	Prison Enquiry Report	P.1
*14th November	1979	-	Immigration Rules	B.2
1st April	1980	-	Interception of Communications	F.4 & P.O.
* 2nd April	1980	-	Bristol Disturbance	F.4
*28th April	1980	-	Bristol Disturbance	F.4
*30th April	1980	-	Prisons	P.1
* 1st May	1980	-	Iranian Embassy (London)	F.4
* 6th May	1980	-	Iranian Embassy (London)	F.4
*30th July	1980	-	Nationality	B.4
* 7th August	1980	-	Civil Defence	F.6
*27th October	1980	-	Prison Officers Dispute	Prison Secretariat

*Repeated in House of Lords

Early Day Motions total 906
Dealt with by Home Office 113

Annex F

DIVISIONAL BREAKDOWN OF PARLIAMENTARY QUESTIONS

Oral, Priority Written and Written Questions

(Note: arranged Questions are shown in brackets).

B1	184	(5)
B2	156	(3)
B3	167	(1)
B4	69	(1)
B. Gen.	42	
C1	178	(3)
C2	75	(2)
C3	87	(1)
C4	63	(4)
C5	35	(2)
E1	80	(4)
E2	18	
E3	256	(4)
E4	100	(3)
Estabs. 1	46	(1)
Estabs. 2	5	
Estabs. 3	50	(1)
Estabs. 4	2	
Estabs. 5	3	
Estabs. 6	6	
F1	203	(3)
F2	152	(4)
F3	97	
F4	294	(8)
F5	21	
F6	145	
F7	39	
Finance 1	6	
Finance 2	8	
G1	52	(2)
G2	47	(3)
G3	21	(2)
H1	54	(1)
H2	56	
H3	62	(1)
Drugs Branch	11	
I1	76	(1)
I2	102	
Voluntary Service Unit	32	
P1	139	
P2	80	
P3	157	(1)
P4	96	(3)
P5	60	
P6	15	
P7	21	
P8	1	
P9	4	
Prison Secretariat	13	(2)
Supply & Transport	1	
R1	9	(2)
R2	92	(3)
T1	61	(5)
T2	141	(5)
S1	233	
S2	179	
S3	115	
D.I.F.	5	
D.O.W.	5	
P.O.	43	
C.P.P.U.	6	
Research Unit	4	
P.R.B.	3	
TOTAL	4,583	(81)

Annex G

PETITIONS TO PARLIAMENT

Date Presented	Subject	From	Division
16th November 1979	Reform of the Cruelty to Animals Act 1876	Citizens of the United Kingdom	H1
21st December 1979	Kenneth Edward Holmes	Kenneth Edward Holmes	C5
18th January 1980	Capital punishment	Residents of Warwickshire	C1
21st January 1980	Conviction of Philip Morris	Philip Morris	C5
10th March 1980	Extradition of Jane Kember and Morrison Budlong	Jane Kember and Morrison Budlong	C3
21st July 1980	Reform of the Cruelty to Animals Act 1876	Citizens of the United Kingdom	H1

Annex H

PAPERS PRESENTED TO OR LAID BEFORE PARLIAMENT

A. ANNUAL PUBLICATIONS

Subject	Publication Date	Command/House of Commons Number
Betting Licensing Statistics Great Britain June 1978-May 1979	13th November 1979	HC 258
Carlisle State Management Scheme 1978-79	17th July 1979	HC 139
Church Commissioners Annual Report and Accounts 1978-79	Presented to Parliament 8th November 1979	-
Commission for Racial Equality: Annual Report 1978	19th July 1979	HC 128
Commission for Racial Equality: Annual Report 1979	26th June 1980	HC 633
Control of Immigration Statistics 1978	17th May 1979	Cmnd 7565
Control of Immigration Statistics United Kingdom 1979	18th April 1980	Cmnd 7875
Criminal Injuries Compensation Board 15th Report	27th November 1979	Cmnd 7752
Criminal Statistics England and Wales 1978	17th October 1979	Cmnd 7670
18th Report of the Horserace Betting Levy Board	13th November 1979	-
Experiments on Living Animals 1978	1st August 1979	Cmnd 7628
I.B.A. Report and Accounts 1978-79	Presented to Parliament 7th November 1979	-
I.B.A. Report and Accounts 1979-80	Presented to Parliament 3rd November 1980	-

Subject	Publication Date	Command/House of Commons Number
Prison statistics England and Wales 1979	24th July 1980	Cmnd 7978
Redundant Churches fund Tenth Annual Report 1979	Presented to Parliament 18th June 1979	-
Prison statistics England and Wales 1978	27th July	Cmnd 7626
Report of the Charity Commissioner for England and Wales 1978	19th June 1979	HC 94
Report of the Charity Commissioners for England and Wales 1979	17th June 1980	HC 608
Report of H.M. Chief Inspector of Fire Services 1979	23rd July 1980	Cmnd 7961
Report of H.M. Chief Inspector of Constabulary	18th July 1979	HC 135
Report of the Commissioner of Police of the Metropolis 1978	14th June 1979	Cmnd 7580
Report of the Gaming Board for Great Britain 1978	13th June 1979	HC 11
Report of the Commissioner of Police of the Metropolis 1979	19th June 1980	Cmnd 7932
Report of the Gaming Board for Great Britain 1979	8th May 1980	HC 561
Report of H.M. Chief Inspector of Constabulary for 1979	30th July 1980	HC 725
Report of H.M. Chief Inspector of Fire Services	11th July 1979	Cmnd 7605
Report of the Horserace Betting Levy Board for 1979	Presented to Parliament 3rd November 1980	-

Subject	Publication Date		Command/House of Commons Number
Report of the Parole Board 1978	20th June	1979	HC 105
Report of the Parole Board 1979	25th June	1980	HC 651
Report of the Police Complaints Board 1978	23rd May	1979	HC 4
Report of the Police Complaints Board 1979	23rd April	1980	HC 530
Report on the work of the Prison Department 1978	27th July	1979	Cmnd 7619
Report on the work of the Prison Department 1979	24th July	1980	Cmnd 7965
Report on the work of the Equal Opportunities Commission for 1978	14th June	1979	-
Report on the work of the Equal Opportunities Commission 1979	9th July	1980	-
Offences of Drunkenness England and Wales 1978	16th October	1979	Cmnd 7707
Offences Relating to Motor Vehicles England and Wales 1978	11th October	1979	Cmnd 7687
16th Report and Accounts of the Criminal Inquiries Compensation Board	18th November	1980	Cmnd 8081
Statistics of Experiments on Living Animals 1979	29th October	1980	Cmnd 8069
Statistics of Persons Acquiring citizenship of the United Kingdom and Colonies 1979	6th August	1980	Cmnd 7998
Tables of Persons Acquiring citizenship of the United Kingdom and Colonies 1978	8th August	1980	Cmnd 7637

Subject	Publication Date	Command/House of Commons Number
Statement of Changes in Immigration Rules	20 February 1980	HC 397
Tenth Report from the Select Committee on Nationalised Industries Session 1977-78: Independent Broadcasting Authority: Observations by the Home Secretary and the Independent Broadcasting Authority	18 December 1979	Cmnd 7791

B. OTHER PARLIAMENTARY PAPERS

Subject	Publication Date	Command/House of Commons Number
Agreement between the Governments of the United Kingdom and the Isle of Man on Customs and Excise and associated matters	6 November 1979	Cmnd 7747
British Nationality Law: outline of proposed legislation	30 July 1980	Cmnd 7987
Committee of Inquiry into the United Kingdom Prison Services	31 October 1979	Cmnd 7673
Committee of Inquiry on the Police: 3rd Report (Edmund-Davies)	26 July 1979	Cmnd 7633
Copy of Supplemental Royal Charter for the B.B.C.	18 May 1979	Cmnd 7568⅔
Criminal Law Revision Committee - 14th Report - Offences Against the Person	27 March 1980	Cmnd 7844
Election Expenses - May 1979	12 February 1980	HC 374
I.B.A. Supplemental Licence	19 July 1979	Cmnd 7616
The Interception of Communications in Great Britain	2 April 1980	Cmnd 7873
Police Complaints Board Triennial Review Report 1980	15 July 1980	Cmnd 7966
Proposals for revision of the Immigration Rules	14 November 1979	Cmnd 7750
Report of Committee on Obscenity and Film Censorship	28 November 1979	Cmnd 7772
Review of the Public Order Act 1936 and related legislation	24 April 1980	Cmnd 7891

E.R.

ACCOMMODATION

About 6,100 Home Office staff are accommodated in the London area. The attached notes show that they are housed in 14 major and 6 other buildings. The largest numbers are in Queen Anne's Gate (1,466) and in various buildings in the Croydon area housing between them nearly 1,800 Immigration and Nationality Department staff. The Prison Department is divided between 5 buildings.

HOME OFFICE HEADQUARTERS BUILDINGS: LOCATIONS AND OCCUPANCY

Listed below are the buildings which collectively make up the headquarters of the Home Office in London. The particular parts of the Department which occupy these buildings and the staff numbers involved are also indicated.

Central London

(1)	50 Queen Anne's Gate SW1	Private Office	52
		Secretariat	23
		Criminal Department	266
		General Department	111
		Fire Department	117
		Police Department (part)	138
		Community Relations and Equal Opportunities Dept.	40
		Broadcasting Department	33
		Finance Department (part)	51
		Establishment Department (part)	65
		Statistical Department (part)	23
		Prison Department (part)	10
		Immigration and Nationality Department (part)	8
		Legal Advisers Branch	28
		Public Relations Branch	30
		Research Unit (part)	19
		Prison Inspectorate	15
		Probation Inspectorate	11
		Parole Board	12
		Exchequer and Audit	11
		Home Office Trade Union Side	11
		Common Services	392
			1466
(2)	Horseferry House Dean Ryle Street SW1	Police Department (part) (Technical Support Services)	430
		Scientific Advisory Branch	49
		Common Services	93
			572
(3)	Waterloo Bridge House Waterloo Road SE1	Radio Regulatory Department	213
		Research Unit (part)	46
		Common Services	27
			286

(4)	Whittington House Alfred Place WC1	Establishment Department (part)	249
		Common Services	33
			282
(5)	Market Towers (part) Vauxhall SW8	Pay Branch (part of Establishment Department)	79
		Common Services	4
			83
(6)	Eccleston Square SW1	Prison Department (part) (Directorate of Operational Policy: Directorate of Personnel and Finance-part)	380
		Common Services	32
			412
(7)	St Vincent House Orange Street WC2	Prison Department (part) (Directorate of Regimes and Services-part)	245
		Common Services	36
			281
(8)	Portland House (part) Stag Place SW1	Prison Department (part) (Directorate of Regimes and Services - part Directorate of Personnel and Finance - part)	102
		Common Services	7
			109
CROYDON			
(9)	Lunar House (part) Wellesley Road Croydon	Immigration and Nationality Department (part)	1270
		Common Services	151
			1421
(10)	Apollo House (part) Wellesley Road Croydon	Immigration and Nationality Department (part)	230
		Common Services	29
			259

(11)	Trafalgar House Bedford Park Croydon		Immigration and Nationality Department (part)	70
			Common Services	4
				74
(12)	Sunley House (part) Bedford Park Croydon		Immigration and Nationality Department (part)	11

TOLWORTH

(13)	Tolworth Tower (part) Tolworth Surrey		Prison Department (part) (part of Directorate of Regimes and Services)	144
			Statistical Department (part)	132
			Finance Department (part)	109
			ADP Unit (part)	22
			Common Services	42
				449

Note: This building also houses the South East Regional Office of the Prison Department.

PUTNEY

(14)	Jubilee House Putney SW15	Joint	ADP Unit (with the Metropolitan Police) Home Office staff	280

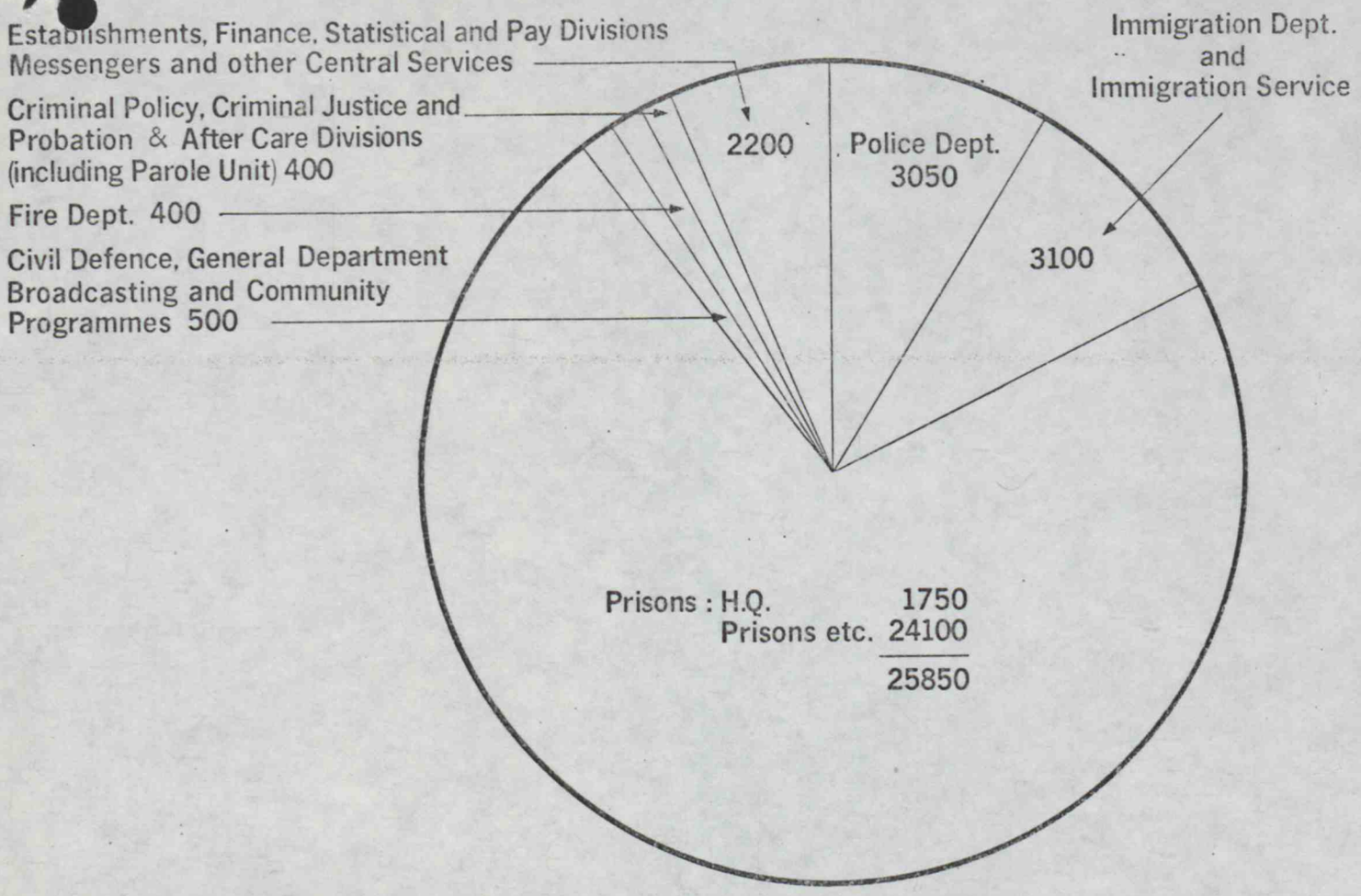
Note: This joint unit is due to separate from 1 April 1981 with the start of the dispersal of the Home Office ADP Unit to Bootle.

OTHER

In addition to the above major holdings the Home Office also has small pockets of staff in the following buildings:

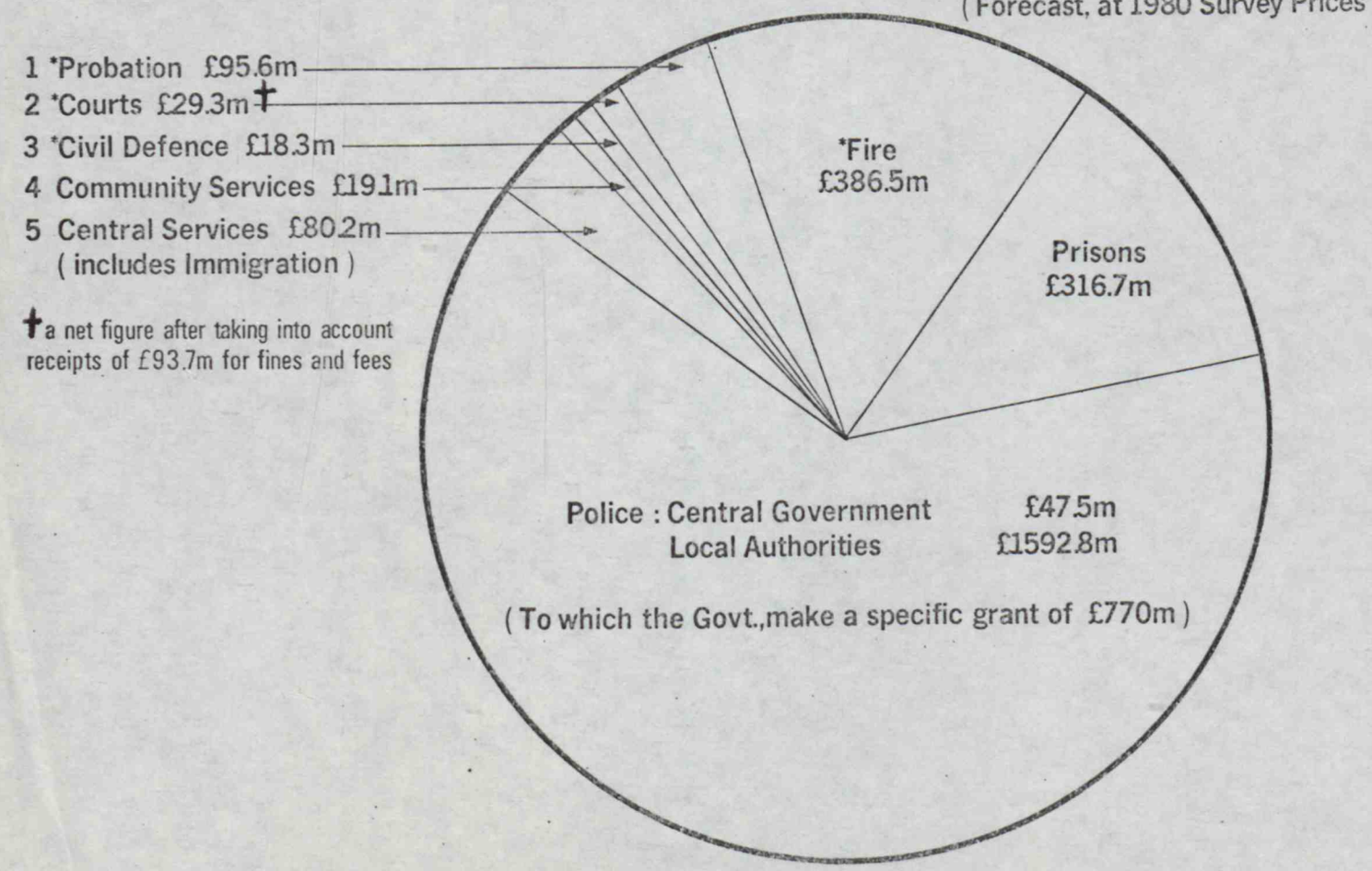
Greycoat House, SW1	12 staff of Stationery Branch
Hepburn House, SW1	20 staff - 8 with the Committee on Vietnamese Refugees and 12 from Police Support Services
Rochester Row, SW1	9 staff from Police Support Services
Cardinal House, EC1	4 staff of Radio Regulatory Department
Honeypot Lane, Stanmore	12 staff of Radio Regulatory Department.
Africa House, WC2	20 staff of Immigration & Nationality Department

(a) Distribution of Home Office manpower - 35,500 staff (in post on 1.1.81)



(b) Public expenditure on Home Office services - £2,586m - 1981/82

(Forecast, at 1980 Survey Prices)



† a net figure after taking into account receipts of £93.7m for fines and fees

*Mainly local authorities expenditure partly covered by various government grants

File

cc: HO

DSG

PM

10 DOWNING STREET

From the Principal Private Secretary

29 January 1981

The Prime Minister has asked me to say that she has received your letter of 21 January about her visit to the Home Office on 11 February.

She regrets that the Home Office Trade Union Side proposes to decline the invitation to tea but she does not consider it appropriate for arrangements to be made for a separate meeting to discuss the issues to which you refer in your letter.

CAW

N. Frater, Esq.

A.

From: THE PRIVATE SECRETARY

HOME OFFICE
QUEEN ANNE'S GATE
LONDON SWIH 9AT

28 January 1981

Dear Mike,

Thank you for sending me a copy of the letter which the Home Office Trade Union Side have sent to the Prime Minister. We suggest a fairly brief reply as in the draft enclosed.

The Trade Union Side must know very well that general issues such as Civil Service Pay and Pensions should be pursued through the Council of Civil Service Unions. Any purely Home Office points should be put to the Official Side here. In fact there are at present very good relations between the Home Office Official and Trade Union Sides and regular discussion of such matters as Home Office staff reductions.

Yours sincerely,

J. F. HALLIDAY

Mike Pattison, Esq.

FILE NUMBER .....

DRAFT LETTER

ADDRESSEE'S REFERENCE .....

TO	ENCLOSURES	COPIES TO BE SENT TO
Mr N Frater Secretary Departmental Whitley Council Trade Union Side Home Office Queen Anne's Gate		
(FULL POSTAL ADDRESS)		(FULL ADDRESSES, IF NECESSARY)

LETTER DRAFTED FOR SIGNATURE BY Private Secretary to Prime Minister
(NAME OF SIGNATORY)

The Prime Minister has asked me to say that she has received your letter of 21 January about her visit to the Home Office on 11 February. She regrets that the Home Office Trade Union Side proposes to decline the invitation to tea but she does not consider it appropriate for arrangements to be made for a separate meeting to discuss the issues to which you refer in your letter.

H.O. EST 112

10 DOWNING STREET

From the Principal Private Secretary

28 January, 1981.

Thank you for your letter of 26 January about the Prime Minister's visit to the Home Office on 11 February.

I have shown her the draft programme attached to your letter, and she is content with it.

I have consulted her about which Home Office Minister should be present during the afternoon sessions, and she thinks that it would be appropriate if the relevant Junior Minister accompanied her.

She is very ready to be photographed by the Editor of the "Echo".

You may like to know, for your own planning purposes, that I will be the only person from here accompanying the Prime Minister, apart from her detective.

C. A. WHITMORE

J.F. Halliday, Esq.,
Home Office.

Treasury Chambers
Parliament Street London SW1P 3AG

Telex 262405

Telephone Direct Line 01-233
Switchboard 01-233 3000

T P Lankester Esq
Private Secretary to the Prime Minister
10 Downing Street
Whitehall
London SW1

Your reference

Our reference

Date 27 January 1981

Dear Mr Lankester,

PRIME MINISTERS VISIT TO HM TREASURY

You should be aware that we have issued the attached movements plan to Sir Douglas Wass and other senior officials who will be conducting the Prime Minister around the Parliament Street building during her visit tomorrow. This is considered to be the most convenient route between the various meetings which have been arranged.

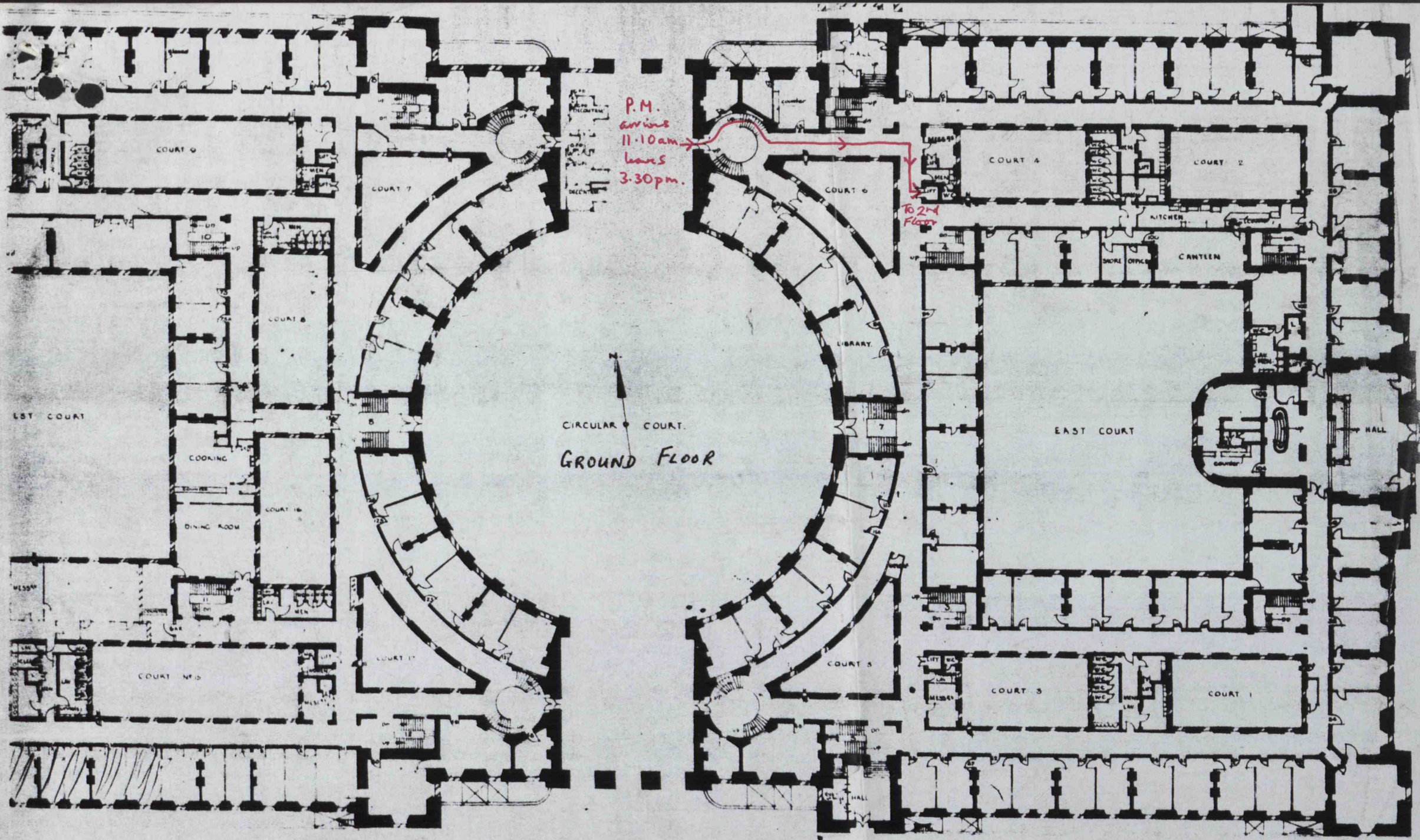
I also enclose a copy of Mr Birchmore's letter of 26 January to the FCO asking them to man the Downing Street Iron Gates to the FCO Courtyard in case the Prime Minister wishes to take this short cut to the Treasury. A copy of Mr Birchmore's letter is also being sent to Sir Douglas Wass' office.

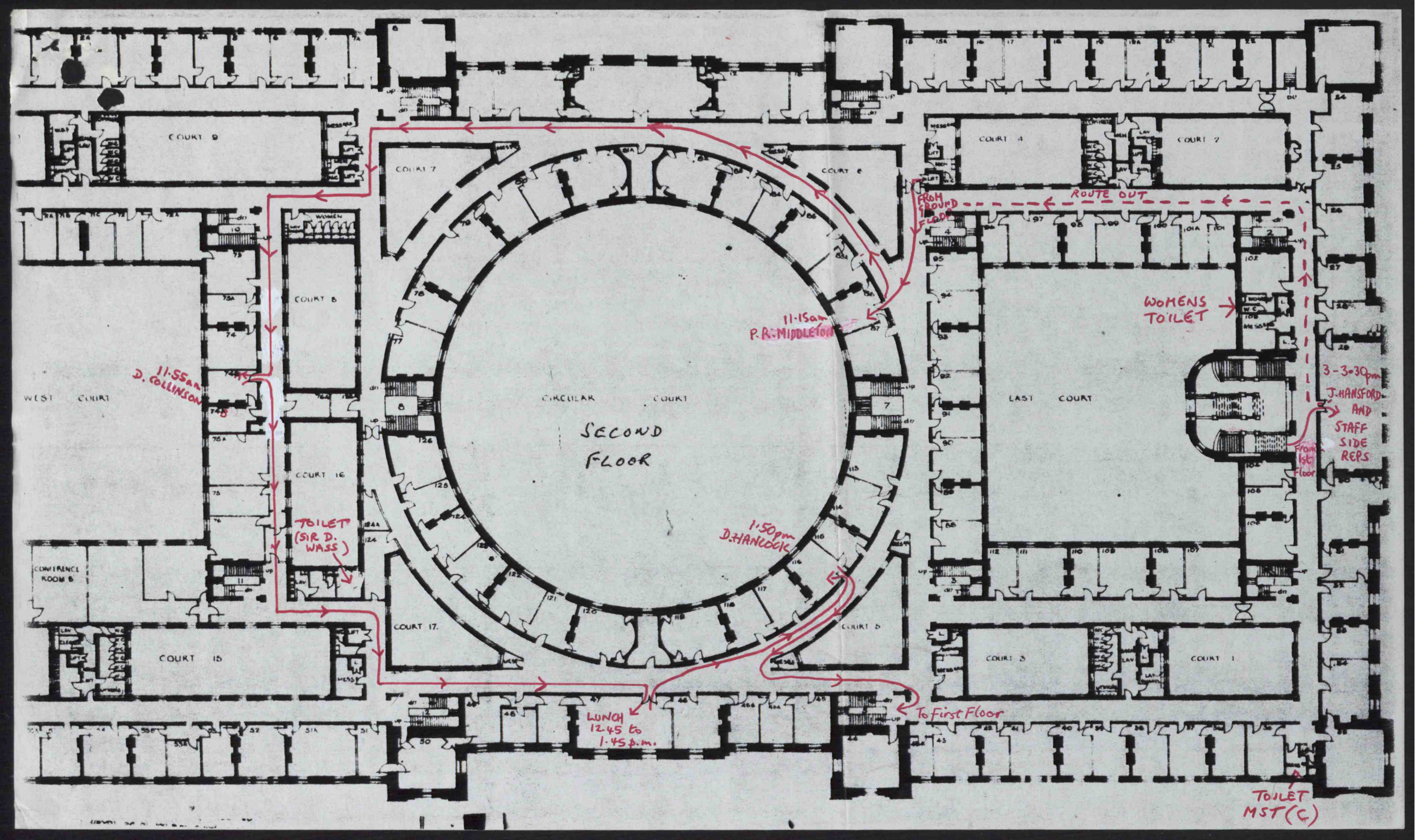
It would be helpful if you could arrange for someone to tell us a little in advance of the Prime Minister's departure which route she will be using to come to the Treasury. The movement plan and the suggested route between No 10 and here was discussed with Chief Inspector Bob Kingston on Monday and he has a copy of the plan.

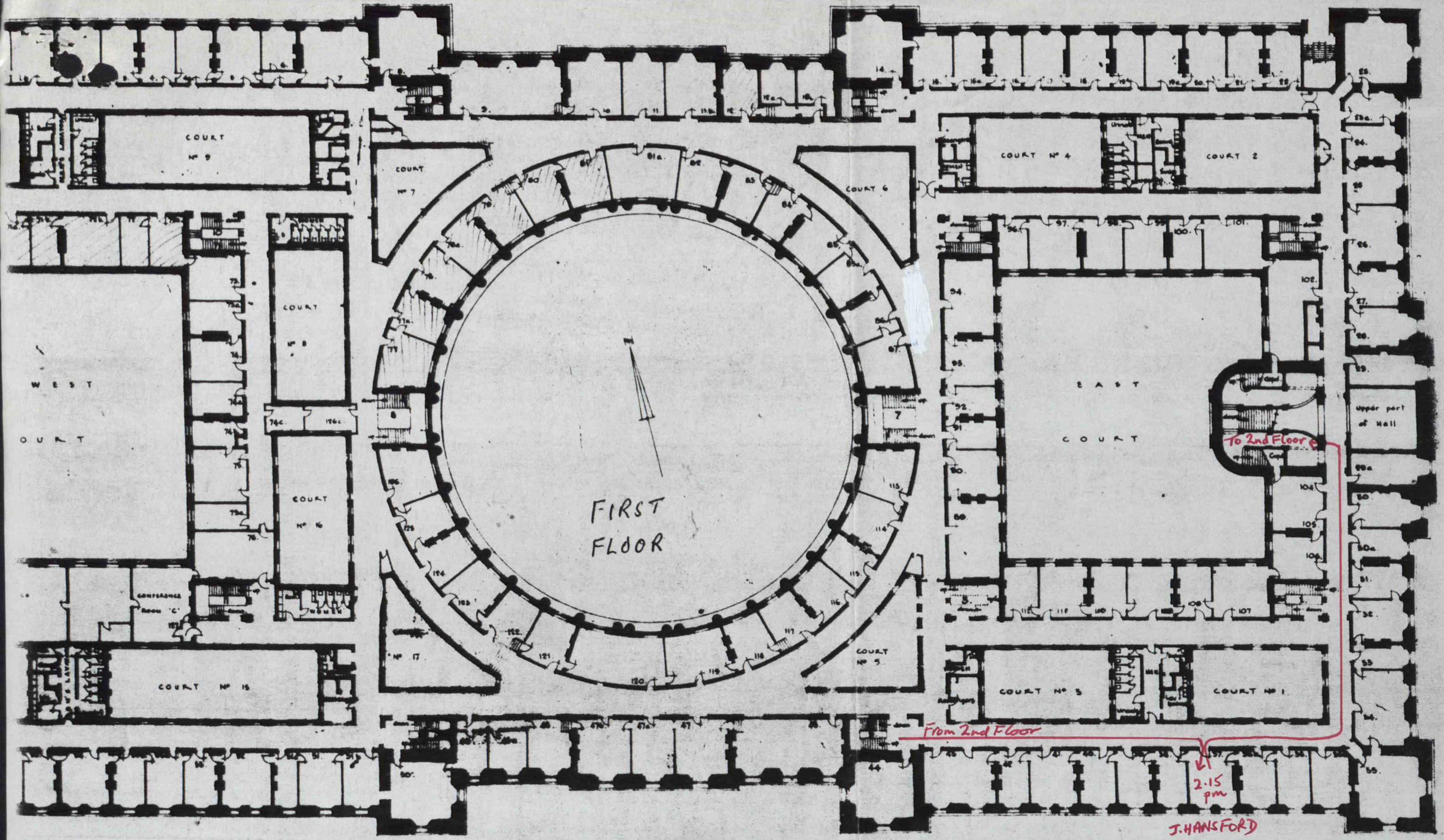
We have arranged with the caterer for the waiters to withdraw from Room 47 as soon as the main course has been served and not to return until the coffee stage is reached. May I ask you to tip off the caterer who will be located just outside Room 47/2 when you would like the coffee to be served? Many thanks.

Yours sincerely

pp. P F CHAMBERS


P.M.
arrive
11.10am
leaves
3.30pm.
To 2nd Floor
CIRCULAR COURT.
GROUND FLOOR
EAST COURT
COURT 9
COURT 7
COURT 8
COURT 10
COURT 11
COURT 12
COURT 13
COURT 6
COURT 5
COURT 4
COURT 2
COURT 3
COURT 1
LIBRARY
KITCHEN
CANTEEN
SHORE OFFICE
COOKING
DINING ROOM
HALL


COURT 9
COURT 7
COURT 6
COURT 4
COURT 2
ROUTE OUT
FROM INBOUND 1ST FLOOR
WOMENS TOILET
11·15am P.R. MIDDLETON
11·55am D. COLLINSON
WEST COURT
COURT 8
CIRCULAR COURT
SECOND FLOOR
EAST COURT
3-3·30pm J. HANSFORD AND STAFF SIDE REPS
From 1st Floor
COURT 16
TOILET (SIR D. WASS)
1·50pm D. HANCOCK
CONFERENCE ROOM 8
COURT 17.
COURT 5
COURT 15
COURT 3
COURT 1
LUNCH 12.45 to 1.45 p.m.
To First Floor
TOILET MST(C)


COURT No 9
COURT No 7
COURT No 6
COURT No 4
COURT No 2
WEST COURT
COURT No 8
74c
176c
COURT No 16
EAST COURT
upper part of Hall
To 2nd Floor
FIRST FLOOR
CONFERENCE Room 'C'
COURT No 17
COURT No 15
COURT No 5
COURT No 3
COURT No 1
From 2nd Floor
2.15 pm
J. HANSFORD

Duty Clerk.
Ms. phone TBS
as we leave
TL.
27/1

Treasury Chambers
Parliament Street London SW1P 3AG

Telex 262405

Telephone Direct Line 01-233
Switchboard 01-233 3000

T P Lankester Esq
Private Secretary to the Prime Minister
10 Downing Street
Whitehall
London SW1

Your reference

Our reference

Date 27 January 1981

Dear Tim.

PRIME MINISTER'S VISIT ON 28 JANUARY

It is suggested that we ought to establish a point of contact between the Prime Minister's party and this office during the whole of her visit just in case anything unforeseen crops up and assistance is required.

May I assume that you will ring me on Ext. 8454 or, alternatively Ext. 5799 should you need to do so?

Yours sincerely

Peter Chambers

P F CHAMBERS

MINISTER OF STATE (LORDS)
TREASURY

Treasury Chambers, Parliament Street, SW1P 3AG

Prime Minister

27 January 1981

Dear Margaret,

I feel I should say why I will not be able to come to the Working Lunch when you visit the Treasury on the 28th. Unfortunately the invitation was only issued on Wednesday of last week and by then I was already committed. I had invited Kingman Brewster and Mrs Brewster, whom we have known throughout their stay over here, to lunch with my wife and myself at the House of Lords and we had also invited a number of other guests to join us. I am very sorry to miss the Lunch at the Treasury particularly as it would provide an opportunity for an exchange of views on the present situation. But at this stage I could not cancel the lunch party for Kingman Brewster.

Yours,
Arthur Cockfield.

LORD COCKFIELD

VC Detectives

From: THE PRIVATE SECRETARY

1.

HOME OFFICE
QUEEN ANNE'S GATE LONDON SW1H 9AT

26 January 1981

Dear Clive,

I enclose a draft programme for the Prime Minister's visit to the Home Office on 11 February. I should be glad to elaborate on it over the telephone if that would help. The plan is that the Under Secretaries and Assistant Secretaries who the Prime Minister will meet at lunch would be drawn from the Police, Prison, Immigration, Criminal Justice, Criminal Policy, Broadcasting and General Departments.

X I should be grateful for guidance on two matters in particular: first, on whether the Prime Minister would wish a Home Office Minister to be present during the afternoon sessions. The Home Secretary has kept the whole period free and would gladly accompany the Prime Minister if she wished. Alternatively, the relevant junior Minister could attend for each session (Lord Belstead for item 4, and Mr. Mayhew for item 5.) Or the Prime Minister may prefer not to be accompanied by Ministers. Junior Minister please not,

Yes Second, I should be grateful if you would let me know whether the Prime Minister would be willing to be photographed by the Editor of a Home Office staff journal "Echo", which is produced by the Society of Civil and Public Servants. If the Prime Minister agreed, the tea party might be the right occasion.

I shall be sending you some factual briefing nearer the time.

Yours ever,

John Halliday

J. F. HALLIDAY

Prime Minister.

Content with the programme?

What do you want to do about X above? I think that there should be a Minister present all the time, and I am inclined to suggest it should be the relevant junior Minister.

Agree to be photographed?

Clive Whitmore, Esq.

Spoke Dan Corr. He does not want to take part in this visit.

[illegible]
28.

[illegible]
27.

DRAFT PROGRAMME FOR PRIME MINISTER'S VISIT TO THE HOME OFFICE

WEDNESDAY 11 FEBRUARY 1981

1.	11.30	Arrive at Home Office and proceed straight to Home Secretary's Conference Room (Room 765). Meet Home Office Ministers, Permanent Secretary, Deputy Secretaries, Principal Finance Officer and Director of Information Services. Ten minutes introduction by Permanent Secretary on Home Office resources and main areas of work, followed by discussion in the course of which the Director General of the Prison Service will talk about the prison system for five minutes.
2.	12.30	Meet Prisons Board (drinks) Room 867).
3.	12.50-1.50	Lunch (Room 858) with Home Secretary, Permanent Secretary, Principal Establishment Officer, and some Under Secretaries and Assistant Secretaries (16 people including Prime Minister's party).
4.	1.55-2.25	Meet heads of the Police Technical Support Services (Room 765).
5.	2.30-3.00	Visit to C.3 Division (4th floor): meet Assistant Secretary and other officials concerned with the handling and subsequent supervision of mentally abnormal offenders in NHS hospitals.
6.	3.00-3.30	Tea with cross-section of staff (about 40 people) (Room).
7.	3.30	Depart.

H M Treasury
Parliament Street London SW1P 3AG
Switchboard 01-233 3000
Direct Dialling 01-233 5323

F E R Butler
Principal Establishment Officer

23 January 1981

T P Lankester, Esq.,
10 Downing Street,
Whitehall,
Westmineter, S.W.1.

Dear Tim,

PRIME MINISTER'S VISIT TO THE TREASURY

The Prime Minister might find it convenient to have some biographical notes on the people who will be attending meetings with her during her visit to the Treasury and whose names appear on the programme which you already have. These are enclosed.

Yours ever,

Robin

F E R BUTLER

PRIME MINISTER'S VISIT: BIOGRAPHICAL NOTES

11.15 Mr. Bill Ryrie, CB (52) Second Permanent Secretary, Domestic Economy Sector
Joined Colonial Office in 1953. Transferred to Treasury in 1965. PPS to Chancellor 1969-1971. Minister (Economic) Washington 1975-1980.

Mr. Peter Middleton (46) Deputy Secretary, Public Finance
Joined Civil Service/COI 1960. Joined Treasury in 1962. Assistant Director, Centre for Administrative Studies 1967-69. PS to Chancellor 1970-72. Head of Information Division, Treasury, 1972-76.

Mr. Nick Monck (45) Under Secretary, Home Finance
Joined Civil Service/Ministry of Power 1959. Loaned to NEDO 1962-65. Joined National Board for Prices and Incomes 1965-66. Seconded to Govt. of Tanzania 1966-69. Joined first Treasury division in 1969. PPS to Chancellor 1976-77. Head of Public Enterprises Group, Treasury, 1977-80.

Mr. Andrew Turnbull (36) Assistant Secretary, Monetary Policy
Joined Civil Service/Treasury in 1970.

Mrs. Rachel Lomax (35) Senior Economic Adviser, Finance Economic Unit. The Prime Minister previously met Mrs. Lomax in connection with the EC budget discussions.

Mr. Howard Davies (29) Principal, Monetary Policy
Joined FCO in 1973. Transferred to the Treasury in 1976. Recently returned from Sloan Course in Management at Stamford University after doing extremely well.

Mr. Jon Shields (31) Economic Adviser on Monetary Policy
Joined Civil Service/Treasury in 1969. Served in Washington Embassy from 1977 to 1979.

12.00 Mr. Dave Collinson (56) Treasury Accountant (Assistant Secretary). Joined Civil Service/Post Office as Sorting Clerk in 1940. Joined Treasury in 1950. Estimate Clerk 1976-79.

12.45 Lunch - Those not already mentioned:

Sir Anthony Rawlinson (54) Second Permanent Secretary, Public Services Sector. Joined Civil Service/Min. of Labour and National Service 1951. Joined Treasury 1953. Economic Minister, Washington 1972-75. Dept. of Industry, 1975-77.

	Sir Kenneth Couzens (55)	Second Permanent Secretary, Overseas Finance. Joined Civil Service/Min. of Fuel and Power 1949. Joined Treasury 1951. Served in CSD 1968-70.
	Mr. Terry Burns (36)	Chief Economic Adviser Joined Treasury 1980 from London Business School.
	Mr. Brian Unwin (45)	Under Secretary, Central Unit. Joined Commonwealth Relations Office 1960. Served in Rhodesia 1961-63 and Ghana 1964-65. Joined Treasury in 1968.
1.50	Mr. David Hancock (46)	Deputy Secretary, Overseas Finance Joined Civil Service/Board of Trade 1957. Joined Treasury in 1959. PS to Permanent Secretary 1961-62. PS to Chancellor 1968-70. Economic Counsellor UK Delegation to the EC, Brussels 1972-75.
	Mrs. Mary Hedley-Miller (57)	Under Secretary, International Finance. Joined Civil Service/Min. of Economic Warfare 1944. Joined Treasury 1945. Served in UK Treasury and Supply Delegation, Washington, 1947-49.
	Mr. John Thomson (29)	Principal, European Policy Joined Civil Service/Treasury 1974. Seconded to Min. of Finance, Bonn, 1978-79.
	Mr. Tony Meyrick (37)	Economic Sdviser, Finance Economic Unit. Joined Dept. of Employment in 1976. Joined Treasury in 1977.
2.20	Mr. John Hansford (58)	Under Secretary, Defence Policy and Materiel. Joined Civil Service/ Treasury as Clerical Officer in 1939. Served in HM Forces 1940-46. Currently Staff Side Chairman. Retires in 1982.
	Mr. John Kerr (38)	Assistant Secretary, Defence Policy Joined FCO 1966. On loan to Treasury 1979.
	Mr. Wally Allman (59)	Senior Principal, Materiel. Joined Civil Service/Treasury as Clerical Officer in 1937. Retires 31 March.
	Mr. Kit Chivers (35)	Principal, Defence Policy and Budget Coordination. Joined Civil Service/ Treasury in 1968. PS to Chancellor 1971-72. Served in UK Treasury and Supply Delegation, Washington 1976-78.

Mr. Ivan Wilson (39)	Principal, Civil and Military Aviation and Aerospace Joined Civil Service/National Assistance Board. Joined Treasury 1965.
Mr. Richard Bent (28)	Principal, Army Equipment Joined Treasury 1972.
Mr. David Owen (22)	Administration Trainee. Joined 1979. Former winner of 'Young Magician of the Year' competition.

cc Detectives

Folder for next week

PRINCIPAL PRIVATE SECRETARY

cc Chief Secretary
Financial Secretary
Minister of State (C)
Minister of State (L)
Sir Douglas Wass
Sir Anthony Rawlinson
Sir Kenneth Couzens
Mr. Ryrie
Mr. Burns
Mr. Hancock
Mr. Middleton
Mr. Hansford
Mr. Monck
Mr. Unwin
Mrs. Gilmore
Mr. Collinson
Mr. Ridley
Mr. Chambers
Mr. Lankester (No. 10)

PRIME MINISTER'S VISIT TO THE TREASURY: 28TH JANUARY

I attach the latest version of the programme for the Prime Minister's visit to the Treasury on Wednesday 28th January. It has been discussed by the Prime Minister with the Chancellor, and by the Chancellor with Sir Douglas Wass; and, subject to accidents, should be regarded as the final programme.

This minute has been copied to all those taking part in the working lunch and "leaders" of discussions: I ask the latter to pass on the arrangements to those nominated to attend their meetings, and to let me know please if any change of cast is proposed.

A short Office Notice is being issued to inform the staff generally that the visit is taking place.

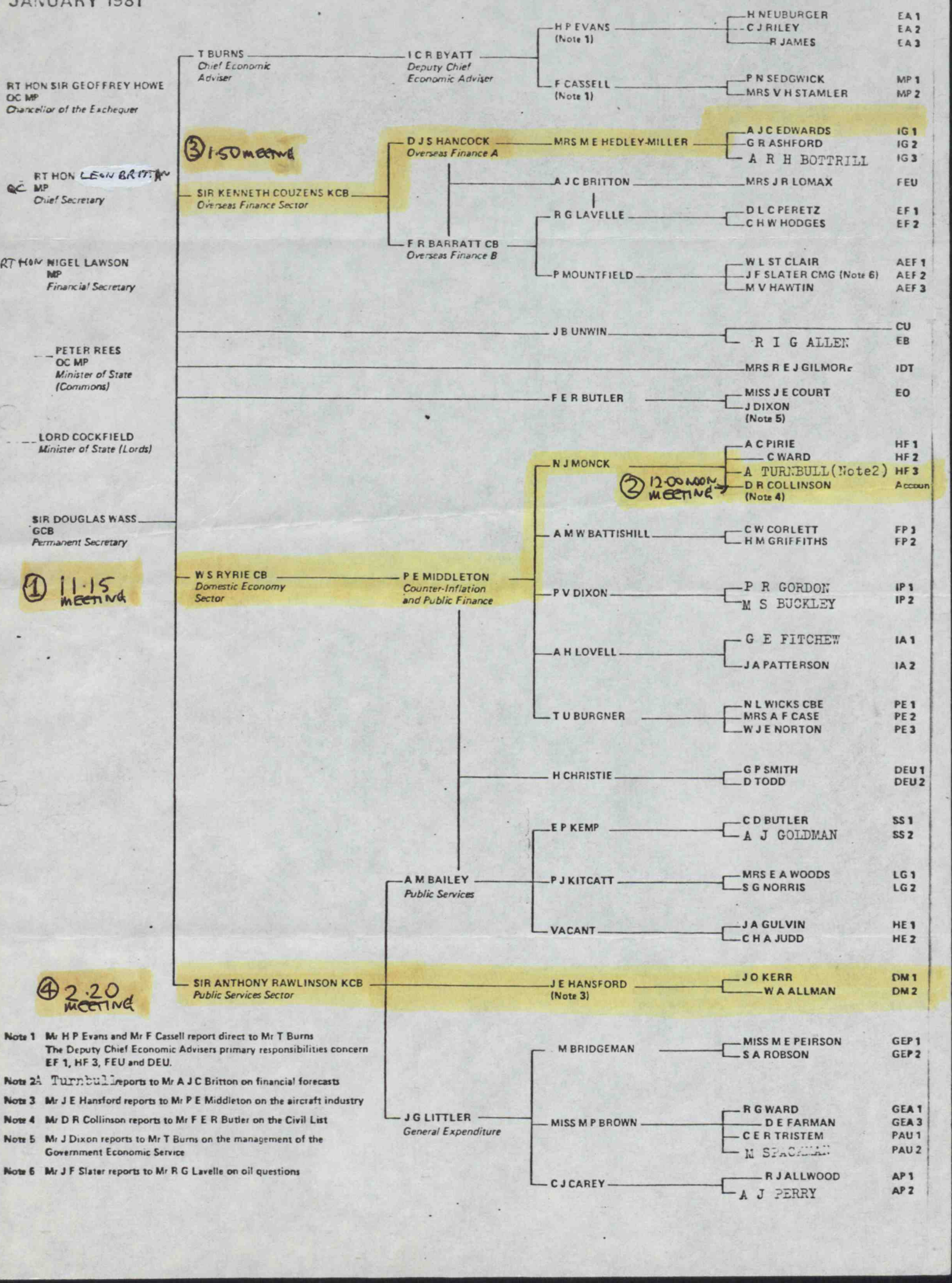
F E R BUTLER
22 JANUARY 1981

10.45 a.m.	Sir Douglas Wass goes to No. 10 to collect Prime Minister.
11 a.m.	Chancellor and Sir Douglas explain briefly Treasury organisation and the part played by the areas she will be visiting. (at No. 10)
11.10 a.m.	Prime Minister, Sir Douglas Wass, Mr. Lankester, Mr. Wolfson leave No. 10, going through the Foreign Office courtyard to King Charles Street entrance to Treasury courtyard.
11.15 a.m.	Prime Minister's party goes to Mr. Middleton's room - 87/2.
11.15 - 11.55	Discussion of short-term forecasting and control of the money supply - Mr. Middleton, Mr. Monck, Mr. Turnbull, Mrs. Lomax, A J Davies, J H Shields, Sir Douglas Wass, Mr. Ryrie and Mr. Collinson also present.
11.55	Sir Douglas Wass and Mr. Collinson take Prime Minister to Accounts (74/2).
12.00 - 12.30	Mr. Collinson explains to the Prime Minister the role of the Branch in managing the Exchequer accounts and introduces some of the staff to her. Sir Douglas Wass present.
12.30	Sir Douglas Wass takes Prime Minister to lunch.
12.45 - 1.45	Working lunch in room 47/2. Present: Chancellor, CST, FST, MST(C), MST(L)*, Sir Douglas Wass, Sir Anthony Rawlinson, Sir Ken Couzens, Mr. Ryrie, Mr. Burns, Mr. Unwin, Mr. Ridley - 14 in all including Prime Minister and Mr. Lankester. Over lunch - discussion of current policy issues.
1.45	Sir Kenneth Couzens takes Prime Minister from 47/2 to Mr. Hancock's room - 116/2.
1.50 - 2.15	Work of overseas sector, concentrating on Treasury contribution to policy on restructuring Community Budget. Mr. Hancock explains Treasury's role; Mrs. Hedley-Miller, Mr. Thomson, Mr. Meyrick present to answer questions.
2.15	Sir Anthony Rawlinson collects Prime Minister and takes her to Mr. Hansford's room - 37/1.
2.20 - 2.55	Mr. Hansford explains DM's role in public expenditure control, Mr. Kerr, Mr. Allman, Mr. Chivers, Mr. Bent, Mr. Wilson, Mr. Owen present to answer questions. Sir Anthony Rawlinson also present.
2.55	Mr. Hansford takes Prime Minister to 29/2.
3.00 - 3.30	Tea in 29/2 with representative sample of Treasury staff - ? 5 from each Staff Side Group.
3.30	Prime Minister leaves.

*There is some doubt whether Lord Cockfield will be able to attend the working lunch, owing to a prior commitment in the House of Lords.

H.M. TREASURY ORGANISATION CHART

JANUARY 1981



Note 1 Mr H P Evans and Mr F Cassell report direct to Mr T Burns
The Deputy Chief Economic Advisers primary responsibilities concern EF 1, HF 3, FEU and DEU.

Note 2 A Turnbull reports to Mr A J C Britton on financial forecasts

Note 3 Mr J E Hansford reports to Mr P E Middleton on the aircraft industry

Note 4 Mr D R Collinson reports to Mr F E R Butler on the Civil List

Note 5 Mr J Dixon reports to Mr T Burns on the management of the Government Economic Service

Note 6 Mr J F Slater reports to Mr R G Lavelle on oil questions

Departmental Whitley Council ~~(Staff Side)~~ (Trade Union Side)
HOME OFFICE
Queen Anne's Gate London SW1H 9AT

Telephone Direct line 01-213
Switchboard 01-213 3000

Your reference

Our reference

Date

21 January 1981

The Prime Minister
10 Downing Street
LONDON SW1

Dear Mrs Thatcher,

VISIT TO HOME OFFICE ON 11 FEBRUARY

Your visit is expected to end with a tea party, to which the Home Office Trade Union Side are invited to send two representatives.

When the Trade Union Side enquired about the possibility of meeting you separately to discuss the issues most concerning staff at the present time - such as pay, pensions, public expenditure cuts in the Home Office and the unjustified attacks from all quarters on civil servants and their conditions of service - we were informed that such meetings did not feature in your round of departmental visits. We must say that in your capacity as Head of the Civil Service and strong advocate of responsible industrial relations, we are suprised at your apparent reluctance to argue your case with us for, say, half an hour. Surely you can and would want to make time in what can be no more than an impressionistic tour to discuss with us the serious issues indicated above. For that reason you are formally requested to meet this Trade Union Side on 11 February - or at any other convenient time in the near future. I am further instructed to say that unless you are prepared to meet us on this basis the Trade Union Side have

decided to decline the social invitation to join you at the tea party, which would not, of course, be a suitable forum for the kind of serious discussion we have in mind.

Yours sincerely

N FRATER
(Secretary)

IPC

xxxxxxx (Trade Union Side)

R F D Shuffrey Esq
Principal Establishment Officer
R 703
Home Office
Queen Anne's Gate

21 January 1981

PRIME MINISTER'S VISIT TO HOME OFFICE ON 11 FEBRUARY 1981

I have been instructed by the Trade Union Side to inform you they have decided that unless the Prime Minister is prepared to meet them separately they will not accept the invitation contained in your letter of 30 December to Mr Lwigh for two Trade Union Side representatives to attend the tea party on the visit programme, for the reasons set out in the attached copy letter to the Prime Minister.

N Frater
(Secretary)

vb

22 January 1981

We spoke yesterday about the Prime Minister's visit to the Home Office on 11 February. You forewarned me of an approach from the Home Office Staff Side. I attach a copy of their letter, and would be grateful for your advice on handling it. It would be helpful to have something from you by Wednesday 28 January.

MAP

J.F. Halliday, Esq.,
Home Office.

cc Detectives
Prem

cc Detch

PM approved to programme
TL
21/1

H M Treasury
Parliament Street London SW1P 3AG
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F E R Butler
Principal Establishment Officer

19 January 1981

T P Lankester, Esq.,
10 Downing Street,
London, S.W.1.

Dear Tim,

PRIME MINISTER'S VISIT TO THE TREASURY

I attach a draft programme for the Prime Minister's visit to the Treasury, on the lines which you and I discussed with Sir Douglas Wass on Friday evening. Since our discussion I have modified it to take account of the inclusion of Clive Whitmore and David Wolfson (the latter only for the morning meetings) and to provide an opportunity for the Chancellor and Sir Douglas Wass to take the Prime Minister briefly through the Treasury organisation, and the way the areas which she will be visiting fit into it.

As regards the latter, I would suggest that this initial briefing takes place at No. 10 before the party set out. I fear that if the Prime Minister arrives at the Treasury and goes to the Chancellor's room the meeting will in effect take 20 minutes or half an hour, and we cannot afford that and include all the items now in the programme.

I should say that Sir Douglas Wass has not yet had an opportunity to show the programme to the Chancellor, and I should be grateful if you would regard it as as a provisional proposal until he has been able to do so.

Yours ever,

Robin

F E R BUTLER

10.45 a.m.	Sir Douglas Wass goes to No. 10 to collect Prime Minister.
11 a.m.	Chancellor and Sir Douglas explain briefly Treasury organisation and the part played by the areas she will be visiting. (at No. 10)
11.10 a.m.	Prime Minister, Sir Douglas Wass, ~~Mr. Whitmore~~, Mr. Lankester, Mr. Wolfson leave No. 10, going through the Foreign Office courtyard to King Charles Street entrance to Treasury courtyard.
11.15 a.m.	Prime Minister's party goes to Mr. Monck's room - 82/G (a few steps from the entrance under the archway).
11.15 - 11 55	Discussion of short-term forecasting and control of the money supply - Mr. Monck to explain Treasury's role; Mr. Turnbull, Mrs. Lomax, A J Davies, J H Shields present to answer questions. Sir Douglas Wass, Mr. Ryrie, Mr. Middleton also present.
11.55	Sir Douglas Wass and Mr. Collinson take Prime Minister to Accounts (74/2).
12.00 - 12.30	Mr. Collinson explains to the Prime Minister the role of the Branch in managing the Exchequer accounts and introduces some of the staff to her. Sir Douglas Wass present.
12.30	Sir Douglas Wass takes Prime Minister to lunch.
12.45 - 1.45	Working lunch in room 47/2. Present: Chancellor, CST, FST, MST(C), MST(L), Sir Douglas Wass, Sir Anthony Rawlinson, Sir Ken Couzens, Mr. Ryrie, Mr. Burns, Mr. Unwin, Mr. Ridley - 15 in all including Prime Minister, ~~Mr. Whitmore~~, Mr. Lankester. Over lunch - discussion of current policy issues.
1.45	Sir Kenneth Couzens takes Prime Minister from 47/2 to Mr. Hancock's room - 116/2.
1.50 - 2.15	Work of overseas sector, concentrating on Treasury contribution to policy on restructuring Community Budget. Mr. Hancock explains Treasury's role; Mrs. Hedley-Miller, Mr. Edwards, Mr. Thomson, Mr. Meyrick present to answer questions.
2.15	Sir Anthony Rawlinson collects Prime Minister and takes her to Mr. Hansford's room - 37/1.
2.20 - 2.55	Mr. Hansford explains DM's role in public expenditure control, Mr. Kerr Mr. Allman, Mr. Chivers, Mr. MacAuslan, Mr. Wilson present to answer questions. Sir Anthony Rawlinson also present.
2.55	Mr. Hansford takes Prime Minister to 29/2.
3.00 - 3.30	Tea in 29/2 to which Staff Side would invite representative sample of Treasury staff - ? 5 from each Staff Side Group.
3.30	Prime Minister leaves.

Trudy
for meeting with
Sir D. Wass at 4.45 p.m. on 16.1

SIR DOUGLAS WASS

cc Sir Kenneth Couzens
Sir Anthony Rawlinson
Mr Ryrie
Mr Burns

PRIME MINISTER'S VISIT TO THE TREASURY

I have spoken to Mr Lankester about the Prime Minister's visit to the Treasury. He said that the object should be to give her a feel for what people do. He suggested that it worked best if this was done through meetings at which simple, straightforward presentations are made to her and she then asked questions. She liked Assistant Secretaries and Principals to take part. Ministers should take part in the Working Lunch but otherwise she would want to use the time to see other members of the Department. Her party would be herself, Mr Lankester and perhaps Mr Wolfson.

With that in mind I suggest the attached outline of a programme as a basis for our discussion with Mr Lankester tomorrow. I have tried to provide a fair balance of the Department's activities and staff, and to choose areas of work likely to interest the Prime Minister.

F.E.R.B

F E R BUTLER
15 January 1981

→ Security

(1) Organisation
(2). Silver
(3). Clive
(4) Copper / Cardman

10.45 am — Sir Douglas Wass goes to No 10 to collect Prime Minister; brings her back to Mr Monck's room - 32/G.

11-11.45 am — Short term forecasting and control of money supply - Mr Middleton presiding; Mr Monck to explain Treasury's role; Mr Turnbull Mrs Lomax, Mr H J Davies, Mr Shields present to answer questions; Mr Collinson present to provide continuity.

11.45 — Mr Middleton and Mr Collinson take Prime Minister to

11.50-12.20 — Accounts 74/2nd. Mr Collinson gives Prime Minister a tour, explaining work of Branch and introducing staff to her.

[hot cross cheese wine]

Mr Collinson then takes her to Sir Douglas Wass /or Chancellor(s/ office, and she is conducted to -

12.30-1.30 — Working lunch in Room 29/2. Present: Chancellor, CST, FST, MST(L), MST(C), Sir Douglas Wass, Sir Anthony Rawlinson, Sir Ken Couzens, Mr Ryrie, Mr Burns, Mr Unwin, Mr Ridley, [~~Mr Cropper~~, ~~Mr Cardona~~] - 17 in all including Prime Minister's party. Over lunch - discussion of current policy issues.

1.30 — Mr Hancock collects Prime Minister from 29/2 and takes her to his room - 116/2.

1.40-2.10 — Work of overseas sector, concentrating on Treasury contribution to policy on restructuring of Community Budget. Mr Hancock to present, Mr Edwards, Mr Thomson, Mr Meyrick present to answer questions.

2.10 — Sir Anthony Rawlinson collects Prime Minister and takes her to Mr Hansford's room - 37/1 (if big enough).

P.T.O.

2.15-3.00	Mr Hansford makes presentation on DM's role in public expenditure control; Mr Kerr, Mr Allman, Mr Chivers, Mr MacAuslan, Mr Wilson present to answer questions. Sir Anthony Rawlinson also present.
3.00	Mr Hansford takes Prime Minister to tea (in Room 47/2) to which Staff Side would invite representative sample of Treasury staff - ? 5 from each Staff Side group.
3.30	Prime Minister leaves.

9/11/80

10 DOWNING STREET

NOTE FOR THE FILE

Wednesday 11 February 1981 will be used for a departmental visit to the Home Office tentatively scheduled for 1100-1500. The Home Office (Mr Boyd-Smith) have been informed. They will be writing to us with an outline programme.

BF 1 January if nothing heard.

MR

6 November 1980

From: THE PRIVATE SECRETARY

HOME OFFICE
QUEEN ANNE'S GATE
LONDON SWIH 9AT

6 November 1980

Dear Bill, MP

The Home Secretary has asked me to say how pleased he was to learn of the Prime Minister's wish to visit the Home Office. Of the dates you suggested, he would greatly prefer 11 February and we are therefore keeping that day free for the visit. I will write to you in due course with a programme.

Yours,

S Boys Smith

(S W BOYS SMITH)

M A Pattison Esq

2

PRIME MINISTER

PM.

13/3

SECRETARY OF STATE FOR THE ENVIRONMENT

PRIME MINISTER

Thank you for your letter of 7 March about your visit to the Department.

I much appreciate your thanks which I have communicated to all concerned. As you were kind enough to mention, my people had taken a lot of trouble and were rewarded by your appreciation.

MH

11 March 1980

JD.

Prime Minister

10 DOWNING STREET

THE PRIME MINISTER

7 March, 1980.

Dear Michael.

I thoroughly enjoyed my visit to your Department today. The programme was excellent, and all the presentations most informative. I was pleased to be able to speak to a good cross section of your staff. I know that there will be a number of people who put a lot of work into my visit. I was able to thank some of them personally: could you please make sure that my thanks are also passed on to those that I did not meet. I think you are all doing a wonderful job.

The discussion sessions were very useful in respect of the major policy issues which you are handling. I know that your office will be following up one or two particularly significant points on which we touched.

Yours sincerely,

Margaret

The Rt. Hon. Michael Heseltine, M.P.

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10 DOWNING STREET

PRIME MINISTER

Would you like to send a thank you letter to Mr. Heseltine's office after today's successful visit?

MP

7 March, 1980.

Eastern

Eastern

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Aylesbury Vale	CON	13,050	11.5%	Yes	50
Beaconsfield	CON	4,365	34.4%	Yes	50
Braintree	CON	13,847	15.4%	Yes	50
Breckland	CON	9,588	8.7%	Yes	50
Brentwood	CON	4,052	33.6%	Yes	20
Broadland	CON	3,906	5.1%	Yes	35
Broxbourne	CON	4,928	41.7%	Yes	50
Castle Point	CON	3,135	20.1%	Yes	20
Chelmsford	CON	11,398	21%	Yes	50
Chiltern	CON	5,718	30.3%	Yes	50
Colchester	CON	10,283	32.5%	Yes	50
Epping Forest	CON	7,512	26.2%	Yes	50
Dacorum	CON	18,913	18.1	Yes	50
East Herts	CON	9,810	No Return	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

Eastern

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Fenland	CON	7,075	No Return	Yes	50
Forest Heath	CON	5,261	12%	Yes	50
Great Yarmouth	CON	8,178	35.6%	Yes	50
Hertsmere	CON	5,785	27.8%	Yes	50
Huntingdon	CON	10,740	14.7%	Yes	50
Luton	CON	13,627	28.7%	Yes	50
Maldon	CON	2,937	11.8%	Yes	50
Milton Keynes	CON	9,051	18.4%	Yes	50
Mid Beds	CON	9,607	5%	Yes	50
North Beds	CON	9,277	29.7%	Yes	50
North Herts	CON	13,215	15.2%	Yes	50
Rochford	CON	2,702	21.3%	Yes	50
St Albans	CON	8,888	29.7%	Yes	50
St Edmundsbury	CON	10,566	No Return	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Southend	CON	8,862	42.5%	Yes	50
South Beds	CON	9,508	18.3%	Yes	50
South Norfolk	CON	6,830	No Return	Yes	50
Suffolk Coastal	CON	6,672	No Return	Yes	50
Tendring	CON	5,086	31.5%	Yes	50
Three Rivers	CON	4,253	28.6%	Yes	50
Uttlesford	CON	4,570	14.3%	Yes	50
Waveney	CON	7,378	16.1%	Yes	50
West Norfolk	CON	11,897	No Return	Yes	50
Wycombe	CON	12,569	22.6%	Yes	50
Harlow	SOC	20,859	1.2%	No	-
Ipswich	SOC CON until 3.5.79	12,510	23.7%	No	-
Norwich	SOC	24,183	42.7%	No	-
Stevenage	SOC	15,914	1.9%	~~No~~ Yes	20
Watford	SOC	7,449	17.6%	No	-
Welwyn Hatfield	SOC CON until 3.5.79	17,171	8.8%	~~No~~ Yes	30
Babergh	NOC	6,060	8.3%	Yes	20
Basildon	NOC	5,945	29.4%	Yes	50
Cambridge	NOC	11,640	34.2%	No	-
Mid Suffolk	NOC	5,510	6.9%	Yes	50
Peterborough	NOC	11,351	15%	No	-
Thurrock	NOC	15,103	No Return	No	-

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
East Cambs	IND	5,593	No Return	No	-
North Norfolk	IND	6,460	6.1%	No	-
South Cambs	IND	8,871	4.5%	Yes	15

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

E. Midlands

East Midlands

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Blaby	CON	3605	No return	Yes	30
Broxtowe	CON	8107	23.8%	Yes	50
Charnwood	CON	9016	24.2%	Yes	50
Daventry	CON	8270	6.9%	YES	50
East Northamptonshire	CON	6048	11.3%	YES	50
Erewash	CON	9792	9.7%	YES	50
Harborough	CON	3606	13.8%	YES	50
High Peak	CON	5500	18.3%	YES	50
Hinckley & Bosworth	CON	5878	No return	YES	50
Gedling	CON	6933	17.8%	YES	50
Lincoln	CON	11293	30.8%	YES	50
Melton	CON	3295	17.2%	YES	50
Northampton	CON	13067	31.8%	YES	50
Oadby + Wigston	CON	2164	19.8%	YES	50
Rushcliffe	CON	5126	19.9%	YES	50
South Northamptonshire	CON	5796	7%	YES	50
Wellingborough	CON	7800	11.2%	YES	50
West Derbyshire	CON	4820	No return	YES	20
Ashfield	SOC	13260	21.5%	NO	-
Bassetlaw	SOC	12130	12.9%	YES	20
Bolsover	SOC	10250	10.6%	NO	-
Chesterfield	SOC	15347	21%	NO	-
Corby	SOC (CON until 3/5/79	13739	14.9%	YES	20

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

East Midlands

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Derby	SOC (CON until 3/5 79)	23960	16.4%	YES	20
Leicester	SOC (CON until 3/5 79)	36311	23.4%	NO	-
Mansfield	SOC	11600	22%	NO	-
N E Derbyshire	SOC	11907	8.5%	NO	-
North West Leicestershire	SOC	6498	Not available	NO	-
Nottingham	SOC (CON until 3/5 79)	53912	25.9%	YES	20
East Lindsey	IND	6458	No return	YES	50
Rutland	IND	2293	18.2%	YES	50
South Holland	IND	6271	5.4%	YES	50
Amber Valley	NOC	8648	Not available	YES	50
Boston	NOC	6050	13.5%	YES	50
Kettering	NOC	6460	21.8%	YES	50
Newark	NOC	9484	19.7%	YES	50
North Kesteven	NOC	5458	8.7%	YES	50
South Derbyshire	NOC	5550	9.1%	YES	50
South Kesteven	NOC	10179	9.5%	YES	50
West Lindsey	NOC	5683	11.3%	NO	-

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

Northern

NORTHERN

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Newcastle upon Tyne	Soc	50,899	35.9%	No	-
North Tyneside	Soc	32,153	31.2%	No	-
Gateshead	Soc	38,386	22.2%	No	-
South Tyneside	Soc	34,200	19.9%	Yes	20
Sunderland	Soc	51,000	21 %	No	-
Hartlepool	Soc	13,121	14 %	Yes	20
Stockton on Tees	Soc (Con until 3/5/79	21,412	17.8%	Yes	20
Middlesbrough	Soc	19,752	19.5%	No	-
Langbaurgh	Soc (Con until 3/5/79	18,083	11.7%	No	-
Carlisle	Soc	13,775	13.3%	No	-
Copeland	Soc	7,800	7.2%	Yes	20
Barrow in Furness	Soc	5,185	19.3%	No	-
Derwentside	Soc (Con until 3/5/79	14,290	2.1%	No	-
Chester le Street	Soc	8,539	7.2%	No	-
Wear Valley	Soc	8,707	4.9%	No	-
Easington	Soc	21,920	6.7%	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

NORTHERN

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Sedgefield	Soc	18,821	4.3%	No	-
Darlington	Soc (Con until 3/5/79)	8,485	20.2%	No	-
Wansbeck	Soc	10,250	19.9%	No	-
Blyth Valley	Soc	11,221	8%	No	-
Eden	Ind	3,042	7.1%	No	-
Teesdale	Ind	1,430	10.6%	No	-
Berwick upon Tweed	Ind	3,467	No return	Yes	50
Allerdale	Noc	6,500	No return	No	-
South Lakeland	Noc	6,750	14.3%	No	-
Durham	Noc	12,932	6.1%	No	-
Alnwick	Noc	4,072	2.5%	Yes	20
Tynedale	~~Noc~~ IND	5,216	No return	Yes	20
Castle Morpeth	~~Noc~~ IND	4,525	8.9%	Yes	None

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.7

North West

North West

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum discount offered to sitting tenants
Ellesmere Port and Neston	SOC	10,575	21.7%	No	-
Halton	SOC	11,386	15.2%	No	-
Manchester	SOC	106,000	38.5%	No	-
Salford	SOC	42,423	43.9%	No	-
Tameside	SOC Con until 3.5.79	22,505	24.2%	No	-
Wigan	SOC	37,014	23%	No	-
Burnley	SOC	7,958	20.9%	No	-
Knowsley	SOC	38,516	36.7%	No	-
St Helens	SOC	21,738	15.8%	No	-
Chester	CON	9,687	28.5%	Yes	50
Congleton	CON	5,925	8.2%	Yes	50
Macclesfield	CON	9,792	19.9%	Yes	50
Bolton	CON	26,289	24.5%	Yes	50
Bury	CON	13,045	29.4%	Yes	50
Rochdale	CON	21,852	31.3%	Yes	50
Stockport	CON	18,398	34.2%	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

North West

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum discount offered to sitting tenants
Trafford	CON	15,348	29.2%	Yes	50
Blackpool	CON	7,523	39.3%	Yes	50
Chorley	CON	4,876	18.9%	Yes	50
Fylde	CON	3,026	22.7%	Yes	50
Hyndburn	CON	4,886	29.6%	Yes	50
Lancaster	CON	6,378	19.7%	Yes	50
Pendle	NOC	5,671	17.1%	Yes	20
Preston	CON	11,900	34.9%	Yes	50
Ribble Valley	CON	2,218	No Return	Yes	50
Rossendale	CON	7,020	No Return	Yes	NIL
South Ribble	CON	4,829	21.7%	Yes	50
West Lancashire	CON	4,575	11.3%	Yes	50
Wyre	CON	4,595	16.3%	Yes	50
Sefton	CON	21,650	34%	Yes	50
Wirral	CON	28,713	33.1%	Yes	50
Crewe and Nantwich	NOC	9,490	16.8%	No	-

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

North West

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum discount offered to sitting tenants
Vale Royal	NOC	11,964	8.4%	Yes	50
Warrington	NOC	14,485	17.6%	Yes	50
Oldham	NOC	26,240	36.2%	Yes	50
Blackburn	NOC	14,615	35.5%	Yes	50
Liverpool	NOC	77,867	49.8%	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

London

GREATER LONDON

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Barnet	Con	18,100	49.7%	Yes	50
Bexley	Con	12,491	10.6%	Yes	50
Bromley	Con	14,500	44.7%	Yes	50
Croydon	Con	21,639	42.5%	Yes	50
Ealing	Con	20,900	58 %	Yes	50
Enfield	Con	22,400	55.7%	Yes	50
GLC	Con	230,232	57.9%	Yes	50
Harrow	Con	7,899	47.5%	Yes	50
Havering	Con	15,952	41.2%	Yes	50
Hillingdon	Con	24,585	34.3%	Yes	50
Kensington	Con	6,850	89.8%	Yes	50
Kingston	Con	7,500	58 %	Yes	50
Merton	Con	12,585	43.7%	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

GREATER LONDON

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Redbridge	Con	10,394	58.4%	Yes	50
Richmond	Con	10,353	55.7%	Yes	50
Sutton	Con	8,821	53.1%	Yes	50
Wandsworth	Con	28,739	66.1%	Yes	50
Westminster	Con	18,817	71.9%	Yes	50
Barking	Soc	25,359	42.8%	No	-
Brent	Soc	19,956	59.5%	No	-
Camden	Soc	30,936	94.4%	No	-
Greenwich	Soc	26,976	56.1%	No	-
Hackney	Soc	25,625	80.5%	No	-
Haringey	Soc	23,075	41.3%	No	-
Hounslow	Soc	21,147	52.9%	No	-
Islington	Soc	30,661	66.8%	No	-
Lambeth	Soc	32,002	54.9%	No	-
Lewisham	Soc	29,587	49.5%	No	-
Newham	Soc	32,739	62.7%	No	-
Southwark	Soc	37,024	66.3%	No	-
Tower Hamlets	Soc	18,414	82.8%	No	-
Waltham Forest	Soc	20,234	58. %	No	-
City of London	Non Party	2,317	92 %	No	-
Hammersmith	Noc	15,984	59.1%	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

South East

South East

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Adur	CON	4,564	35.8%	Yes	50
Arun	CON	6,457	24.5%	Yes	50
Basingstoke	CON	15,802	16.5%	Yes	50
Bracknell	CON	12,073	No Return	Yes	50
Brighton	CON	12,711	48.5%	Yes	50
Canterbury	CON	8,014	29.2%	Yes	50
Cherwell	CON	9,840	No Return	Yes	50
Chichester	CON	8,068	23.4%	Yes	50
Dover	CON	9,293	24.3%	Yes	35 after 30 years
Eastbourne	CON	5,495	35.9%	Yes	50
East Hampshire	CON	5,343	11.7%	Yes	50
Eastleigh	CON	6,427	18.7%	Yes	50
Elmbridge	CON	6,455	30.6%	Yes	50
Fareham	CON	4,139	31%	Yes	50
Gillingham	CON	5,135	28.2%	Yes	50
Gosport	CON	6,195	28.6%	Yes	50
Gravesham	CON	9,450	25.7%	Yes	50
Guildford	CON	8,608	24.7%	Yes	20
Hastings	CON	5,289	37.7%	Yes	15
Havant	CON	4,889	26.9%	Yes	50
Horsham	CON	6,595	No Returns	Yes	~~15~~ 50
Hove	CON	4,895	49.3%	Yes	~~50~~ 20

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

South East

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Lewes	CON	5,040	23.3%	Yes	50
Maidstone	CON	10,317	28.1%	Yes	50
Medway	CON	13,850	26%	Yes	50
Mid Sussex	CON	5,398	30.2%	Yes	50
Newbury	CON	8,863	No Return	Yes	50
New Forest	CON	8,165	15.1%	~~Yes~~ NO	-
Oxford	CON	6,402	33.2%	Yes	50
Portsmouth	CON	27,740	45.1%	Yes	50
Reigate and Ba nstead	CON	7,340	35%	Yes	50
Rother	NOC	4,589	21%	Yes	25
Runnymede	CON	4,998	21.2%	Yes	~~20~~ 50
Rushmoor	CON	6,596	37.1%	Yes	50
Shepway	CON	5,081	20.6%	Yes	50
Sevenoaks	CON	7,903	21.1%	Yes	50
Slough	CON	8,398	27.5%	Yes	50
Southampton	CON	24,009	49.1%	Yes	50
South Oxon	CON	6,631	17.2%	Yes	50
Surrey Heath	CON	4,500	24.5%	Yes	50
Spelthorne	CON	5,350	29.8%	Yes	50
Swale	CON	9,993	18.1%	Yes	50
Tandridge	CON	4,873	No Return	Yes	50
Test VAlley	CON	8,828	20.7%	Yes	50
Thanet	CON	8,356	No Return	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

South East

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Tonbridge and Malling	CON	7 755	15.1%	Yes	50
Tubbridge Wells	CON	7,350	29.2%	Yes	50
Vale of White Horse	CON	7,133	No Return	Yes	50
Wealden	CON	5,193	27.3%	Yes	50
Waverley	CON	7,528	19.5%	Yes	50
Winchester	CON	7,700	15.9%	Yes	50
West Oxon	NOC	5,900	No Return	Yes	50
Windsor and Maidenhead	CON	8,636	39.3%	Yes	50
Woking	CON	4,593	33.8%	Yes	50
Wokingham	CON	3,787	23.8%	Yes	50
Worthing	CON	3,501	25.2%	Yes	50
Crawley	SOC	14,856	20.9%	No	-
Dartford	SOC	7,916	23.6%	Yes	50
Ashford	NOC	9,673	19.5%	Yes	50
Hart	NOC	2,950	18.2%	No	-
Mole Valley	NOC	5,230	31.4%	Yes	20
Reading	NOC	10,970	28.5%	Yes	~~20~~
Epsom and Ewell	IND	3068	33.5%	Yes	None
South Wight	IND	2,400	26.5%	Yes	-
Medina	LIB	3,386	21.8%	No	-

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

South West

(1) "Local" Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Bath	CON	8203	35.1%	YES	50
Bournemouth	CON	7596	30.9%	YES	50
Carrick	CON	5866	21.7%	YES	50
Christchurch	CON	2107	30.9%	YES	50
East Devon	CON	6740	15.7%	YES	50
Exeter	CON	8923	36.6%	YES	50
Gloucester	CON	7534	30.6%	YES	50
Northavon	CON	7019	19%	YES	50
North Wiltshire	CON	8759	17.8%	YES	50
Plymouth	CON	24755	37.1%	YES	50
Poole	CON	7547	28.9%	YES	50
Sedgemoor	CON	8010	14.6%	YES	50
South Hams	CON	4692	13.6%	YES	50
Stroud	CON	8595	19.2%	YES	50
Taunton Deane	CON	9194	23.5%	YES	50
Torbay	CON	4961	26.5%	YES	50
Wansdyke	CON	6840	No return	YES	50
West Wiltshire	CON	8485	13.0%	YES	50
Weymouth & Portland	CON	4581	20.8%	YES	50
Wimbourne	CON	2491	19.8%	YES	50
Woodspring	CON	10571	26%	YES	20
Bristol	SOC	47122	34.4%	NO	0

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Hamesdown	SOC	15915	16.6%	YES	20
Caradon	IND	4469	18.4%	NO	-
Cotswold	IND	6119	17.2%	NO	-
Exeter	IND	6253	14.7%	YES	50
Mid-Devon	IND	5280	6.8%	NO	-
North Cornwall	IND	4872	13.3%	NO	-
North Devon	IND	4800	Not available	NO	NIL
North Dorset	IND	3764	13.1%	YES	50 (to tenants of 3 yrs +)
Penwith	IND	4229	20.5%	YES	50
Purbeck	IND	2365	8.9%	YES	50 (to tenants of 5 yrs +)
Restormel	IND	4899	22.8%	NO	-
Teignbridge	IND	5967	16.8%	YES	20
Torridge	IND	2913	Not available	NO	-
West Dorset	IND	6650	21.3%	NO	-
West Somerset	IND	2325	12.9%	YES	NIL
Cheltenham	NOC	7997	36.3%	YES	20
Forest of Dean	NOC	5820	5.6%	NO	-
Isles of Scilly	NOC	111	33%	NO	-
Kerrier	NOC	4408	18.4%	NO	-
Kingswood	NOC	6400	20.5%	YES	20

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

South West

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Mendip	NOC	7386	15.6%	YES	50
Salisbury	NOC	8750	15.4%	NO	-
Tewkesbury	NOC	4935	27.4%	YES	20
West Devon	IND	2211	Not available	NO	-
Yeovil	NOC	12956	11.7%	YES	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

W. Midlands

West Midlands

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Bromsgrove	CON	5550	19.2%	YES	50 (after 10 yrs
Dudley	CON	41000	25.3%	YES	50
East Staffordshire	CON	7979	27.5%	YES	50
Lichfield	CON	7467	No return	YES	50
Redditch	CON	4249	24.3%	YES	50
Shrewsbury	CON	7539	14.2%	YES	50
Solihull	CON	6117	19.9%	YES	50
South Staffordshire	CON	7508	20.8%	YES	50
Staffs Moorland	CON	4854	55%	YES	50
Stratford	CON	8715	17.7%	YES	50
Tamworth	CON	8690	22.3%	YES	50
Warwick	CON	9014	No return	YES	50
Worcester	CON	7071	30%	YES	50
Cannock	SOC	10262	11.8%	NO	-
Coventry	SOC (CON until 3.5.79)	27380	41.1%	NO	-
Newcastle	SOC	13500	18.2%	NO	-
North Warwickshire	SOC	5646	No return	NO	0
Nuneaton	SOC	10802	23.5%	NO	-
Sandwell	SOC	58210	34.2%	NO	-
Stoke	SOC	32400	13.1%	NO	-

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

West Midlands

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
Wolverhampton	SOC	43100	31.7%	YES	0 full valuation only
Wrekin	SOC	12314	18.5%	NO -	
Birmingham	NOC	151208	38.1%	YES	50
Hereford	NOC	5823	27.1%	YES	50
Malvern Hills	NOC	6121	18.2%	YES	50
Rugby	NOC	6282	No return	YES	20
Stafford	NOC	9289	21.8%	YES	50
Walsall	NOC	42208	25.6%	YES	50
Wychavon	NOC	9709	12%	YES	50
Wyre Forest	NOC	8640	21.7%	YES	50
Bridgnorth	IND	3950	6.2%	YES	20
Leominster	IND	2475	8.4%	YES	0
North Shropshire	IND	4074	No return	YES	10
Oswestry	IND	3122	16%	NO	0
South Hereford	IND	2890	14.5%	YES	20
South Shropshire	IND	2203	9.8%	NO	0

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

Yorkshire & Humberside

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum discount offered to sitting tenants
Grimsby	Soc (Con until 3/5/79)	8,700	31.4	No	-
Hull	Soc	46,922	18.4	No	-
Scunthorpe	Soc	10,325	25.9	No	-
Barnsley	Soc	35,333	9.7	No	-
Doncaster	Soc	33,700	13.4	No	-
Rotherham	Soc	40,331	no return	No	-
Sheffield	Soc	93,267	36.4	No	-
Wakefield	Soc	47,454	15.8	No	-
Beverley	Con	6,054	20.4	Yes	50
Boothferry	Con	5,779	13.2	Yes	50
Clanford	Con	4,505	8.7	Yes	50
North Wolds	Con	5,281	14.4	Yes	50
Craven	Con	2,568	16.6	Yes	50
Harrogate	Con	7,176	24.9	Yes	50
Scarborough	Con	7,950	19.4	Yes	10
Selby	Con	5,867	9.6	Yes	50

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

(1) Local Housing Authority	(2) Political Control	(3) Total Housing stock at 1.4.79	(4) Flats as a % of the Total Housing Stock at 1.4.78	(5) Sell to sitting tenants?	(6) Maximum % discount offered to sitting tenants
York	Con	11,780	26.8	Yes	30
Bradford	Con	39,800	37.8	Yes	50
Calderdale	Con	18,300	37.2	Yes	50
Holderness	Ind	2,738	6.8	Yes	50
Hambleton	Ind	5,355	6.4	Yes	0
Richmondshire	Ind	3,119	16.1	No	-
Ryedale	Ind	4,164	8.1	Yes	50
Cleethorpes	Noc	3,936	23.5	No	-
Kirklees	Noc	36,415	24.7	Yes	50
Leeds	Noc	97,897	32.7	Yes	20

Note: In a few cases Col.4 shows % of Total Housing Stock at 1.4.77

ANNEX A

ENGLAND: COUNCIL HOUSE SALES - PROGRESS 1979/80- AS SEEN AT 29 FEB 1980

Political Control	LAs who sell to sitting tenants	LAs who offer maximum discounts	Sales Reported by Local Authorities		
			April-June 1979	April - September 1979	April - December 1979
CON 194	193	184	3366	5694	15,703
SOC 81	14	2	1176	1939	2,950
No Overall Control 52	38	28	1723	2213	5,804
IND 39	22	10	41	71	141
LIB 1	0	0	0	0	0
TOTALS 367	267	224	6306	9917	24,598

Note: Not all authorities have made returns for sales completed over this time.

ANNEX B

FROM PM's VISIT TO DOE
PA with Housing Policy file
MAP 81 IX

SELLING COUNCIL HOUSES

A list of English local authorities grouped by DOE Region showing their political control as at 29 February 1980, those who sell and those who offer sitting tenants the maximum (50%) discount.

ANNEX C

ENGLAND

COUNCIL HOUSE SALES STATISTICS

Conservative controlled authorities who offer less than maximum discount
(as at 29 FEB 1980)

Region		
London	NONE	
South East	Dover	35% after 30 years
	Guildford	20%
	Hastings	15%
	Hove	20%
Eastern	NONE	
East Midlands	Blaby	30%
	West Derbyshire	20%
West Midlands	NONE	
Yorks & Humberside	Scarborough	now 10%
	York	now 30%
North West	Rossendale	NIL
Northern	NONE	
South West	Woodspring	20%

EDG

Annex D

ENGLAND

COUNCIL HOUSE SALES - STATISTICS

Labour-controlled authorities who sell
(as at 29 FEB 1980)

Region		
London	NIL	
South Eastern	Dartford	50%
Eastern	Stevenage	20%
	Welwyn Hatfield	30%
East Midlands	Bassetlaw	20% (Correction of earlier error)
	Corby	20%
	Derby	20%
	Nottingham	20%
West Midlands	Woverhampton	(NIL)

(Note: North Warwickshire Council are no longer selling)

Yorks & Humberside	NIL	
North West	NIL	
Northern	Stockton	20%
	Hartlepool	20%
	S. Tyneside	20%
	Copeland	20%
	Easington	50%
South West	Thamesdown	20%

PRIME MINISTER

This folder contains briefing for your visit to Environment. There are eight flagged items covering your sessions there. Flag 9 is a note from Sir Ian Bancroft with a few additional questions you might ask and Flag 10 one from Sir Derek Rayner focussing on PSA. You know that he has strong views on this. I suggest that you take a look at that, as one of the areas in which you might tackle Mr. Heseltine. There are three topics which you will wish to make a point of raising:-

1. Role of the DOE regional offices.

2. Mr. Heseltine's apparently successful internal manpower management.

   Both these could be raised in the opening discussion about the Department as a whole.

3. Sir Horace Cutler's problems on capital controls.

   This can be raised in the closing session on local government finance, although it would be sensible to steer clear of the overt political implications given that there will be quite a number of DOE officials present.

MAD

6 March 1980

Prime Minister

SECRETARY OF STATE FOR THE ENVIRONMENT

2 MARSHAM STREET
LONDON SW1P 3EB

My ref:

Your ref:

5 March 1980

Dear Mike

I enclose copies of the programme and brief background material for the Prime Minister's visit on Friday.

Yours ever
David Edmonds

David Edmonds
Private Secretary

copies for PM ✓
MAP ✓
IG. ✓
[illegible] ✓

Mike Pattison Esq
10 Downing Street

PRIME MINISTER'S VISIT TO DEPARTMENT OF THE ENVIRONMENT

BRIEFING

1. Organisation chart and Ministerial responsibilities

2. Session on Management of the Department - Note
   - Attendance

3. Session on Housing - Note
   - Attendance

4. Pre lunch drinks - list of invitees

5. Working Lunch on Inner Cities - note and map
   - attendance

6. Post Lunch Coffee - list of invitees

7. Session on Local Government Finance - note
   - attendance

8. Walkabout; Local Government Finance directorate; note on divisions.

Department of the Environment

Departmental Notice 34/79

ALLOCATION OF MINISTERIAL RESPONSIBILITIES

1 The Secretary of State has settled the allocation of responsibilities among Department of the Environment Ministers. The allocations are shown in the Appendix below.

2 Any enquiries on this Notice should be made to Mr E C Neve, ESR2 (01-212 4189).

JOHN GARLICK
Permanent Secretary

17 May 1979

To be seen by all non-industrial staff

Appendix to DN 34/79

THE ALLOCATION OF MINISTERIAL DUTIES IN DOE

Secretary of State - Rt Hon Michael Heseltine MP

Responsibility for the overall direction of the Department, including particularly the strategic issues of public expenditure and the financial economic and environmental impact of the Department's policies.

Minister for Local Government and Environmental Services - Rt Hon Tom King MP

Special responsibility for local government (including finance); land use planning; development control and land; minerals; countryside affairs; inner areas; regional affairs; water; environmental protection.

Minister for Housing and Construction - John Stanley MP

Special responsibility for housing; construction industries; new towns; Property Services Agency; conservation areas; historic buildings and ancient monuments; royal parks and palaces.

Parliamentary Under Secretary of State - Hector Monro MP

Special responsibility for sport and recreation.

Supporting Mr King on countryside affairs and Mr Stanley on conservation areas; historic buildings, ancient monuments; and royals parks and palaces.

Parliamentary Under Secretary of State - Geoffrey Finsberg MBE MP

Supporting Mr Stanley on housing; construction; new towns; and Property Services Agency.

Parliamentary Under Secretary of State - Marcus Fox MBE MP

Supporting Mr King on land use planning; development control and land; water; minerals and environmental protection.

Parliamentary Under Secretary of State - Irwin Bellow*

Supporting Mr King on local government (including finance); inner areas; regional affairs. The Department of the Environment spokesman in the House of Lords.

*The Queen has been pleased to approve that the dignity of a barony of the United Kingdom for life be conferred upon Mr Bellow.

DEPARTMENT OF THE ENVIRONMENT ORGANISATION CHART AS AT 14.2.80

PERMANENT SECRETARY	SIR JOHN GARLICK	
DIRECTOR GENERAL ORGANISATION AND ESTABLISHMENTS*		N H CALVERT
Under Secretary, Senior Staff Management		J A DOLE
Under Secretary, Personnel Management & Training		T W HALL
Under Secretary, Manpower & Management Services		W DAWSON
Director, Information		MRS J HEWLETT-DAVIES
Under Secretary, Local Government		D GRUFFYDD JONES
CHIEF ECONOMIC ADVISER*		H J D COLE
Principal Director of Statistics		A A SORRELL
Director (Economics & Statistics) A		D J OVENS
Director (Economics & Statistics) B		E J THOMPSON
Director (Economics & Statistics) C		D R H SAWERS
DIRECTOR GENERAL RESEARCH*		M W HOLDGATE
Director, Research Operations		G D CRANE
Director, Science & Research Policy		B R STEELE
Director, Building Research Establishment		I DUNSTAN
Director, Hydraulics Research Station		R C H RUSSELL
Director, Transport & Road Research Laboratory		A SILVERLEAF
SOLICITOR*		K A T DAVEY
Principal Assistant Solicitor		MRS A S GRAHAM
Principal Assistant Solicitor		P MARCHMONT
Chief Planning Inspector, Planning Inspectorate*		S W MIDWINTER
Chief Inspector of Audit		P F KIMMANCE
DEPUTY SECRETARY AND CHIEF PLANNER		W BURNS
Under Secretary, Inner Cities Directorate		P C McQUAIL
Under Secretary, Development Plans & Regional Policy		J A L BARBER ø
Under Secretary, Planning Land Use Policy		S W GILBERT
Director, Land Economy		C J TIBBS
Under Secretary, Deputy Chief Planner, Planning Intelligence and Mineral Planning		D E JOHNSON
Under Secretary, New Towns		A R ATHERTON
Principal Finance Officer Local Government Finance **		T M HEISER
Director, Central Policy and Resources		K F J ENNALS
SECOND PERMANENT SECRETARY	SIR GEOFFREY WARDALE	
DEPUTY SECRETARY HOUSING		K T BARNETT
Under Secretary Housing A - Strategic		G H CHIPPERFIELD
Under Secretary Housing B - Rehabilitation and Private Rented Sector		A R ATHERTON
Under Secretary Housing C - Investment and Subsidies		P W RUMBLE
Under Secretary Housing D - Social		W J S BATHO
Director, Housing Development		MISS P R TINDALE
Under Secretary, Study into Sale of Council Houses		P R SHEAF
DEPUTY SECRETARY ENVIRONMENTAL PROTECTION		W I McINDOE
Under Secretary, Water		G MAY
Under Secretary and Chief Water Engineer		D C MUSGRAVE
Under Secretary, Air Noise and Wastes		G M WEDD
Under Secretary, Central Directorate on Environmental Pollution		J P G ROWCLIFFE
.....*Director, Central Water Planning Unit*		O GIBB
DEPUTY SECRETARY		T H SHEARER
Under Secretary, Ancient Monuments & Historic Buildings		M MENDOZA
Under Secretary, Directorate of Rural Affairs		A LEAVETT
Under Secretary, Greater London Housing & Planning		J A L GUNN
Assistant Secretary, Sport and Recreation Division		N S F PALMER
.....Chairmen REPBs and Regional Directors		≠
Under Secretary, Construction Industry		H F ELLIS-REES
Principal Finance Office Housing, Environmental Protection and Common Services **		D J BURR
CHIEF EXECUTIVE, PROPERTY SERVICES AGENCY	SIR ROBERT COX	
DEPUTY CHIEF EXECUTIVE		J DELAFONS
Director of Scottish Services, Property Services Agency		G M PATRICK
Director, Home Regional Services		A J AVELING
Directors of PSA Regions (Home)		
Director, Property Services Agency, Wales		
Director, Civil Accommodation		R G S JOHNSTON
Director, Estate Surveying Services		E G JAMES
Principal Establishment Officer, Property Services Agency		P D DAVIES
Principal Finance Officer, Property Services Agency		A G SEMPLE
DEPUTY CHIEF EXECUTIVE		H P JOHNSTON
Director, Defence Services I		E VICKERS
Directors of PSA Regions (Overseas)		
Director, Defence Services II		K W DANDO
Director, Diplomatic and Post Office Services		A G LYALL
Controller, Supplies		W J SHARP
DIRECTOR GENERAL OF DESIGN SERVICES		W D LACEY
Director, Architectural Services		G F WOODWARD
Director, Civil Engineering Services		J L DAWSON
Director, Mechanical & Electrical Engineering Services		A C GRONHAUG
Director, Quantity Surveying Services		K LINSDELL

* All or part of these Commands provide common services to the Departments of Environment and Transport, with their Heads reporting to Permanent Secretary DOE or Permanent Secretary DTp as appropriate

ø Mr Barber reports through Mr Burns to the Second Permanent Secretary except on Ordnance Survey, on which he reports through Mr Shearer to the Permanent Secretary

.....

≠ CHAIRMAN REGIONAL ECONOMIC PLANNING BOARD & REGIONAL DIRECTOR

West Midlands	D T ROUTH
Yorkshire & Humberside	S J HERITAGE
North West	W R CORRIE
Northern	D C PICKUP
South West	S H GODSELL
East Midlands	W P JACKSON
South Eastern	J PEELER
Eastern	G D SPEARING

NOTE: Greater London Housing and Planning is handled by GLHP Directorate see Pages E4/2 to E4/6 of Staff Directory. Mr Gunn reports through Mr Shearer to the Permanent Secretary. Transport and Roads is handled by PTGL see pages T1/6 to T1/10. Mr Peeler reports to Mr Shearer on Airports policy and Office policy; Mr Spearing reports to Mr Shearer on Gypsies. On all three matters Mr Shearer reports to the Second Permanent Secretary.

COUNTRYSIDE COMMISSION	DIRECTOR	R J S HOOKWAY
DEVELOPMENT COMMISSION	SECRETARY	K J REEVES

** Principal Finance Officers report to the Permanent Secretary or the Second Permanent Secretary as appropriate EDN 40/78 refers.

PRIME MINISTER'S VISIT TO DOE

11.00-11.20: MANAGEMENT OF THE DEPARTMENT

Ministers must be concerned with the management of their Departments.

Control of manpower. Control of recruitment a very effective short-term measure because of natural wastage.

But for the longer term, essential for Ministers to examine functions of their Departments, including costs and outputs. This needs new management information systems. A pilot study has been undertaken as one of DOE's initial Rayner studies. It has identified ways in which Ministers can review with the officials concerned the tasks being undertaken, and the manpower and associated costs involved. The objectives are to establish priorities, to eliminate unnecessary tasks, and to streamline procedures with a view to keeping a tight control on Departmental resources

MANAGEMENT OF THE DEPARTMENT

Ministers attending

MR KING
MR STANLEY

Officials attending

SIR JOHN GARLICK	Permanent Secretary
SIR GEOFFREY WARDALE	Second Permanent Secretary
SIR ROBERT COX	Second Permanent Secretary and Chief Executive, Property Services Agency
MR N H CALVERT	Deputy Secretary, Director General of Organisation and Establishment
MR P D DAVIES	Under Secretary, Principal Establishment Officer, Property Services Agency

PRIME MINISTER'S VISIT TO DOE

11.20-12.10: HOUSING

Ministers' objectives are:

1. To expand significantly the opportunities for those on average and below average earnings to become home-owners.

2. To get more rented accommodation available without increasing public expenditure.

3. To make subsidy and manpower savings.

Expanding home-ownership

Ministers have launched a 7 point programme for increasing availability of low-cost homes for sale:

(i) Sales of council houses - right to buy; options; shared ownership.

(ii) Building starter homes for sale at low prices.

(iii) Building for sale to council tenants and those on waiting list.

(iv) Rehabilitation for sale - grants comparable to improvement grants.

(v) Shared ownership schemes.

(vi) Local authority mortgages for low-income buyers and older property, supplemented by building society support lending scheme.

(vii) Housing associations - routes to home-ownership.

Rented accommodation

Housing Bill will make 3 major changes:

(i) Shorthold

(ii) Resident landlords including public sector subletting/ lodgers

(iii) Assured tenancies - new build for private letting outside the Rent Acts.

Improving return to and rights of landlords but also helping tenants by:

Take up of rent allowances

Improvement grant rights

Service charges.

Public expenditure and manpower savings on housind subsidies and project control

Being achieved by:

(i) Introducing new subsidy system - reduce Exchequer subsidy as rents can be increased.

(ii) Putting responsibility for housing project control clearly on local authorities; accountable publicly on costs, standards and value for money; "management by exception" to detect extravaganzas.

(iii) Applying tight capital allocations.

Mr. Rumble.
Lou Cost Housing
400,000.
Sale of C. Houses.
Slaughter Houses

Mr Sharp

Exp. on subsidies etc.

Designed to save govt subsidies.

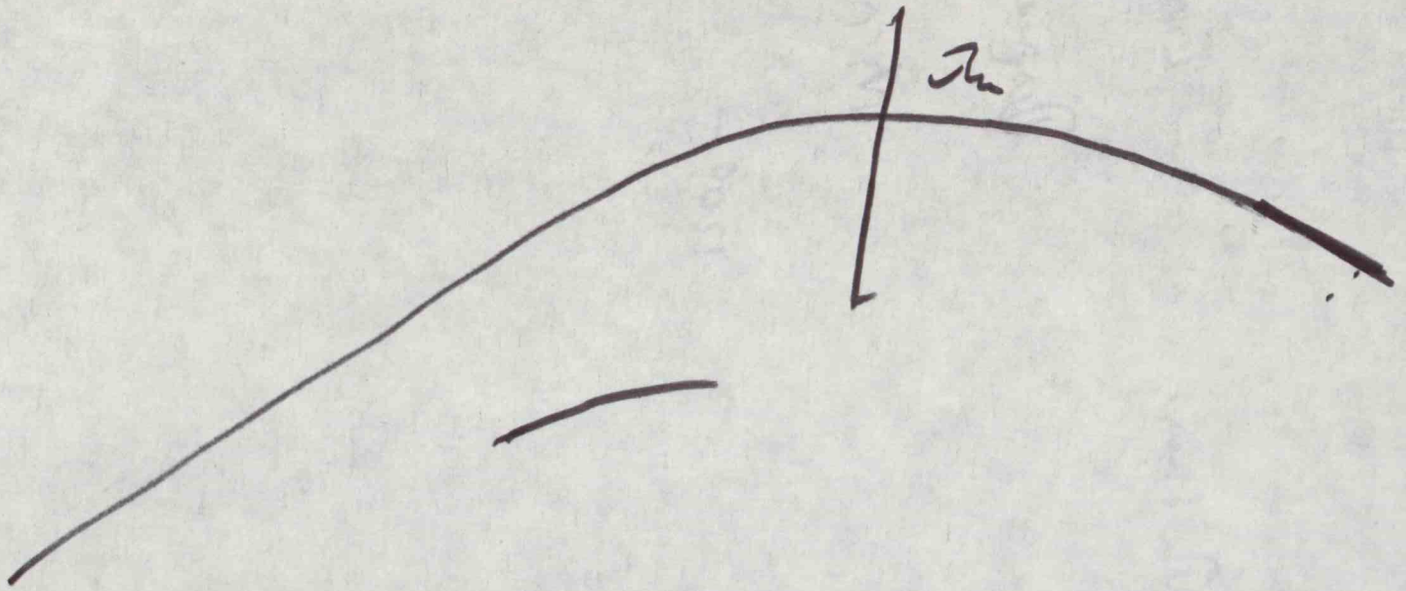
No profit rule

£3
1,000

1200 -

200 -

300 authorities.



HOUSING

Ministers Attending

MR STANLEY
MR FINSBERG

Officials attending:

SIR JOHN GARLICK	Permanent Secretary
SIR GEOFFREY WARDALE	Second Permanent Secretary
MR K T BARNETT	Deputy Secretary, Housing
MR A R ATHERTON	Under Secretary, responsible for housing renewal, rehabilitation and improvement.
MR W J S BATHO	Under Secretary, responsible for housing associations, Tenants' Charter, homelessness and other special needs.
MR G H CHIPPERFIELD	Under Secretary, responsible for house purchase finance, private housebuilding industry, private rented sector, local authority housing investment.
MR P W RUMBLE	Under Secretary, responsible for co-ordination of Housing Bill, Right to Buy, housing subsidies and rents, rent rebates and allowances.
MR P R SHEAF	Under Secretary, responsible for implementation of right to buy, current sales of council houses.
MISS P TINDALE	Director A, responsible for contracts policy, development, research and design practice in house-building and energy conservation.
MR R J A SHARP	Assistant Secretary, responsible for private rented sector.

PRIME MINISTER'S VISIT TO THE DEPARTMENT OF THE ENVIRONMENT
FRIDAY MARCH 7TH

The following officials have been invited to join the Prime Minister, the Secretary of State, Ministers and the Permanent Secretary for about 15 minutes for a drink before lunch:

WILLIAM McINDOE	Age 50:	26 years service: Deputy Secretary: Environmental Protection. Joined DOE April 79 from Cabinet Office
MARTIN HOLDGATE	Age 49:	14 years service: Deputy Secretary (Professional/ Scientist): Director General of Research
WILFRED BURNS:	Age 56:	12 years service: Deputy Secretary and Chief Planner (Professional/Planner). Formerly with local government
DANIEL LACEY:	Age 57:	15 years service: Deputy Secretary (Professional/ Architect): Director General of Design Services, PSA, Former Chief Architect DES
MISS DINAH NICHOLS:	Age 36:	14 years service: Assistant Secretary, Air, Noise and Wastes Directorate: Radioactive Waste Management
ROBERT GREEN:	Age 43:	24 years service: Assistant Secretary, Local Government Directorate: Head of Team working on the Local Government, Planning and Land Bill
JOHN HOBSON:	Age 34:	12 years service: Assistant Secretary: Review of Financial Control Arrangements in the Directorate of Ancient Monuments and Historic Buildings

PETER McINTOSH	Age 45:	11 years service: Senior Economic Adviser: Economics Services to Environmental Pollution Divisions
DAVID BRADLEY:	Age 42:	6½ years service: Direct Entry Principal: Rayner Study - Management Information System

PRIME MINISTER'S VISIT TO DOE

12.25-13.00 Activating the Inner City (Working Lunch)

The Problem

Older areas surrounding, but not including, the centres of the largest cities have a combination of social, economic and environmental problems which interlock and make each other worse. More in common with North America than other European cities.

Objectives

"To make our inner cities places where people want to live and work and where the private investor is prepared to put his money" (Secretary of State, 14 September 1979).

Policies

(1) Extra public resources concentrated on worst areas. About half the £150m this year goes to 7 Partnerships (where Ministers are directly involved in programme formulation). There are also 15 programme authorities (which produce inner area programmes but get less extra resources and less Ministerial attention) and 14 other districts designated under the Inner Urban Areas Act (which gives limited financial and other help to improve job opportunities).

(2) Use these extra resources primarily to help strengthen the local economy and pave the way for private sector investment; including relevant social schemes and encouragement for the voluntary sector.

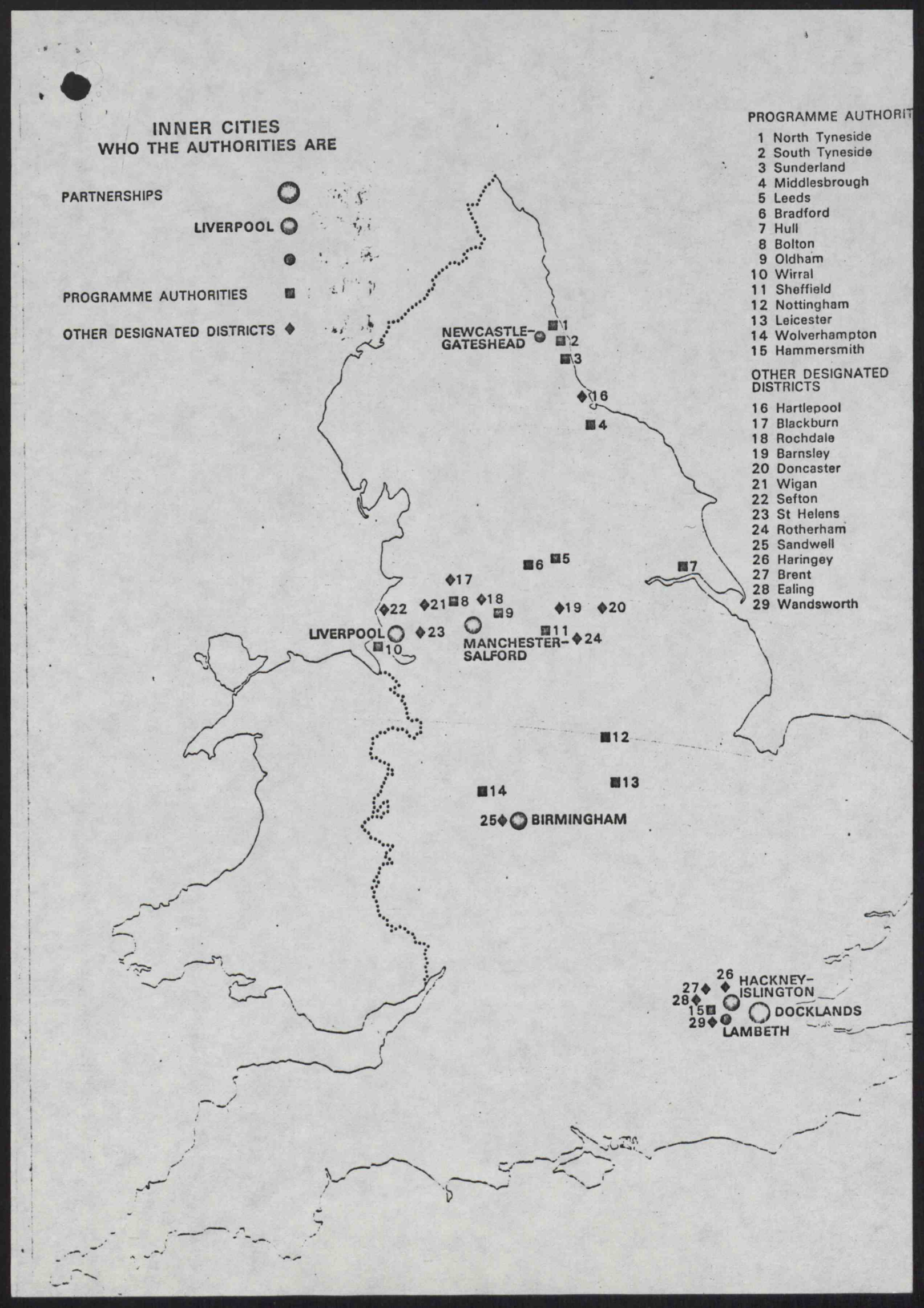
(3) Establish Urban Development Corporations in London (opportunities greatest) and Liverpool (problems worst). Shadow chairmen appointed in advance of legislation.

The private sector is showing interest, nationally and locally, in inner city problems. This is being followed up by, for example, helping to set up Local Enterprise Trusts.

The repeal of the Community Land Act and the establishment of land registers for urban areas will help bring idle land in inner areas back into use.

Review

The Prime Minister has asked for a report by the summer on the range of authorities being assisted, the respective roles of the public and private sectors, the mix of schemes coming forward from local authorities, and policies for housing and employment in inner city areas.


INNER CITIES
WHO THE AUTHORITIES ARE
PARTNERSHIPS
LIVERPOOL
PROGRAMME AUTHORITIES
OTHER DESIGNATED DISTRICTS
PROGRAMME AUTHORIT
1 North Tyneside
2 South Tyneside
3 Sunderland
4 Middlesbrough
5 Leeds
6 Bradford
7 Hull
8 Bolton
9 Oldham
10 Wirral
11 Sheffield
12 Nottingham
13 Leicester
14 Wolverhampton
15 Hammersmith
OTHER DESIGNATED DISTRICTS
16 Hartlepool
17 Blackburn
18 Rochdale
19 Barnsley
20 Doncaster
21 Wigan
22 Sefton
23 St Helens
24 Rotherham
25 Sandwell
26 Haringey
27 Brent
28 Ealing
29 Wandsworth
NEWCASTLE-GATESHEAD
LIVERPOOL
MANCHESTER-SALFORD
BIRMINGHAM
HACKNEY-ISLINGTON
DOCKLANDS
LAMBETH

ACTIVATING THE INNER CITY

Ministers attending

MR KING
LORD BELLWIN
MR FINSBERG

Officials attending

SIR JOHN GARLICK	Permanent Secretary
MR J A L GUNN	Under Secretary, London, responsible for implementation in London.
MR P C McQUAIL	Under Secretary, Inner Cities Directorate, responsible for general policy framework.
MR D C PICKUP	Regional Director, Northern Region, Newcastle, responsible for implementation in Newcastle, Tyne and Wear, and Tesside.
MR T R HORNSBY	Assistant Secretary, Inner Cities Directorate, responsible for inner city partnership arrangements, urban development corporations and urban programme.
MR A A PELLING	Assistant Secretary, Inner Cities Directorate, responsible for private sector initiatives, including Enterprise Trusts.
MR J J RENDELL	Assistant Secretary, Greater London Planning, responsible for implementation in London, including Docklands
MR M GAHAGAN	Assistant Chief Planner, Inner Cities Directorate, professional advice on inner cities.
MR T BARON	Special Adviser to the Secretary of State.

PRIME MINISTER'S VISIT TO THE DEPARTMENT OF THE ENVIRONMENT
FRIDAY MARCH 7TH

After lunch, a cross section of the staff has been invited to meet the Prime Minister over a cup of coffee, and half an hour has been allowed for this in the time-table. The Chairmen of the Staff Sides of the three Departmental Whitley Councils will be present to represent the staff of the Department, and they will be introduced to the Prime Minister first. Details of those invited are as follows:

THE CHAIRMEN OF THE STAFF SIDES

LARRY WESTON	Age 58:	Chairman for last 9 months of the General Whitley Council (Staff Side). (39 years service: a Senior Executive Officer in the Devon and Cornwall Rent Assessment Panel.)
MRS MADGE JAMES	Age 57:	Chairman for last 7 years of the Central DOE/DTp Whitley Council (Staff Side). On the National Executive of the IPCS. (31 years service: a Principal Research Officer in the Directorate of Development Plans and Regional Policy.)
JOHN DEANE	Age 50:	Chairman for last 6 months of the PSA Whitley Council (Staff Side). (8 years service: a Direct Entry Principal about to be promoted to Senior Principal and to be head of contracts for PO and FCO projects.)

The structure of our Whitley machinery reflects the recent history and continuing common citizenship of DOE and DTp. Thus the General Whitley Council deals with across the board matters affecting the conditions of service of staff irrespective of whether they work in Central DOE, DTp or PSA. The other two Whitley Councils deal with matters affecting the conditions of service of staff in Central DOE/DTp and PSA respectively, and which are not appropriate to the General Whitley Council.

SOME HEADS OF PROFESSIONS NOT COVERED AT OTHER SESSIONS

PETER KIMMANCE:	Age 58:	40 years service: Under Secretary: Chief Inspector of Audit
DAVID EVEREST:	Age 53:	24 years service: Chief Scientific Officer: Central Directorate on Environmental Pollution
MRS JANET HEWLETT-DAVIES:	Age 41:	14 years service: Executive Director: Director of Information
ARNOLD GRONHAUG:	Age 59:	33 years service: Under Secretary (Professional/ M&E Engineer): Director of Mechanical and Electrical Services (PSA)
KENNETH LINSDELL:	Age 56	27 years service: Under Secretary (Professional/ Quantity Surveyor): Head of Quantity Surveying Directorate (PSA)
GEOFFREY WOODWARD:	Age 55:	19 years service: Under Secretary (Professional/ Architect): Director of Design Services (PSA)

SOME REPRESENTATIVES OF AREAS OF WORK NOT COVERED AT OTHER SESSIONS

MAURICE MENDOZA:	Age 58:	41 years service: Under Secretary: Director of Ancient Monuments and Historic Buildings
IVAN DUNSTAN:	Age 49	25 years service: Under Secretary +: Director of Building Research Establishment
JAMES COATES:	Age 44:	20 years service: Under Secretary: Regional Director, London Region (PSA)

STEPHEN McQUILLIN:	Age 37:	10 years service: Assistant Secretary: Secretary, Royal Commission on Energy and the Environment
JOHN CLEMITS:	Age 46:	15 years service: Director B (Architect): Director of Works, Army (PSA)
JOHN KAYE:	Age 56:	29 years service: Director B (Architect): Special Services - Ancient Monuments and Historic Buildings
ROBERT GOMME:	Age 49:	13 years service: Assistant Secretary: Construction Industry Directorate (Manpower)
ROBERT STEPHENSON:	Age 52:	20 years service: Superintending Grade I: Bailiff of the Royal Parks
PHILIP FLETCHER:	Age 33:	11 years service: Principal: Central Unit for the Built Environment
NORMAN PERRY:	Age 36:	5 years service: Principal: Rayner Study of Government Statistics
GRAHAM HEWETT:	Age 31:	9 years service: Principal: Personnel Manager, Administrative Trainees and HEOAs
MRS ELSIE CAUSLEY-COOPER:	Age 41:	5 years service: Principal: Head of branch responsible for administrative and financial control of office and computer buildings (PSA)
MRS ANNE GRAY:	Age 38:	3 years service: Principal Technology Officer Grade II: Air Conditioning Designer (PSA)
GARETH DAVIES:	Age 26:	4 years service: Administrative Trainee: Directorate of Estates Management Overseas Secretariat (PSA)

WILFRED PEARSON:	Age 63:	31 years service: Senior Principal Librarian: Chief Librarian
PETER ELSLEY:	Age 59:	40 years service: Assistant Secretary: Comptroller of Accounts(PSA)
GEOFFREY BARNETT:	Age 48:	31 years service: Principal: Transport Officer (PSA)
PETER BROWN:	Age 33:	15 years service: Senior Executive Officer: Parliamentary Clerk
MISS DEIDRE RYAN:	Age 39:	20 years service: Senior Executive Officer: Accommodation Officer (Marsham Street)
ERIC DANDO:	Age 58:	31 years service: Senior Executive Officer: Chief Registrar and Records Officer (PSA)
ALAN PLENTY:	Age 54:	33 years service: Senior Executive Officer: Clerk of Stationery
CHARLES BACKHOUSE:	Age 53:	39 years service: Higher Executive Officer: Manager, Private Secretaries' Office
STUART HEATHERINGTON:	Age 26:	7 years service: Executive Officer: Assistant Private Secretary to Mr Marcus Fox MP
MRS DORIS SHIPCOTT:	Age 60:	34 years service: Superintendent of Specialist Teleprinter Operators
MISS VANESSA BROWN:	Age 23:	6 years service: Personal Secretary
EDWARD MARTIN	Age 56:	39 years service: Chief Office Keeper (Marsham Street)
MRS JANE McCLOUD	Age 49:	4 years service: Senior Messenger

PRIME MINISTER'S VISIT TO DOE

13.30-14.15: Local Government Finance

Objectives

(1) To increase Government's strategic control of local government expenditure.

(2) To give local authorities more freedom to take decisions, within the national strategic framework, whilst improving local accountability to ratepayers.

Capital Expenditure

At present only loosely governed by a confused mixture of borrowing approvals and project control.

The Local Government Bill enables Government to set annual limits to each local authority's annual capital expenditure, however financed, eg borrowing or revenue. Failure to observe cash limits will place an authority at risk of a directive by the Secretary of State which would render expenditure above the cash limits unlawful.

But individual authorities will be given an annual 10% tolerance on their capital allocation; greater freedom to use capital receipts; and more freedom to take decisions by the provision, in effect, of a single block allocation covering all major services. There will also be a dramatic reduction in project control by Whitehall.

Block grant

The present rate support grant system tends to give more grant to higher spenders, whether their expenditure is justified or not.

Under block grant, the needs and resources element of the present system will be replaced by a single tapered grant designed to limit excessive spending by individual authorities. The assessment of need (now to be called 'standard expenditure') will, over a period, be made less reliant on analysis of past expenditure. This means less risk of high spending being taken automatically as evidence of high need. And the cost of high spending will be brought home more directly to local authorities.

LOCAL GOVERNMENT FINANCE

Ministers attending

MR KING
LORD BELLWIN

Officials attending

SIR JOHN GARLICK	Permanent Secretary
MR D GRUFFYDD JONES	Under Secretary, Local Government
MR T M HEISER	Under Secretary, Local Government Finance
MR D A McDONALD	Assistant Secretary, responsible for local authority capital expenditure
MR F A OSBORN	Assistant Secretary, responsible for publication of information by local authorities and the rating system
MR P F OWEN	Assistant Secretary, responsible for rate support grant arrangements
MR J SMITH	Economic Adviser, development work on block grant mechanism.

PRIME MINISTER'S VISIT TO DOE

14.15-14.30: WALKABOUT LOCAL GOVERNMENT FINANCE POLICY DIRECTORATE

Under Secretary: Mr Terry Heiser

FINANCE LOCAL AUTHORITY GRANTS (FLG)

(Assistant Secretary: Mr Peter Owen)

Policy responsibility for rate support grant distribution, including the development of the new block grant system and preparation of the appropriate sections of the Local Government, Planning and Land Bill; responsible for payment of grant to authorities and collection of financial and other data relevant to the grant distribution.

FINANCE (LOCAL AUTHORITIES) (FLA)

(Assistant Secretary: Mr David McDonald)

Responsible for the administration of the Consultative Council on Local Government Finance (a joint Government/local authority association body); for orchestrating the annual Rate Support Grant negotiations; and has a general responsibility for local authority current expenditure and capital expenditure, including development of the new system of capital expenditure controls provided for in the Bill.

FINANCE LOCAL TAXATION AND GENERAL (FLTG)

(Assistant Secretary: Mr Derek Osborn)

The part of this division in this Directorate deals with policy, casework and correspondence on all matters to do with rating and valuation of properties for rating purposes. The major current issues are the review of alternatives to rates and the rating provisions in the Bill.

FINANCE LOCAL GOVERNMENT GRANTS AND REVENUE (FLGR)

(Senior Economic Adviser: Mr David Heigham)

A group of economists and statisticians, supporting the administrative divisions on the annual rate support grant settlement; the development of block grant; and on the development of a new method of assessing needs as a basis for distribution of grant.

FINANCE LOCAL AUTHORITY STATISTICS (FLAS)

(Chief Statistician: Miss Barbara Wood)

A group of statisticians and economists who provide statistical support for the work of the Directorate. Responsible for the statistical work on the Rate Support Grant settlement and forecasting and monitoring local authority expenditure and income. The statistical base developed by FLAS is essential for developing new policies such as block grant, capital expenditure control and comparative statistics.

CIVIL SERVICE DEPARTMENT
WHITEHALL LONDON SW1A 2AZ
Telephone 01 273 5400

Sir Ian Bancroft G.C.B.
Head of the Home Civil Service

MR M PATTISON
NO 10

Dear Mike,

In your letter to David Laughrin of 28 February, you mentioned that the Prime Minister was visiting DOE HQ tomorrow. I attach a note of some questions which she might wish to ask during her visit.

yours sincerely
Toby Churchill.

TOBY CHURCHILL
Assistant Private Secretary
6 March 1980

PRIME MINISTER'S VISIT TO THE DEPARTMENT OF THE ENVIRONMENT

SOME POSSIBLE QUESTIONS

Management of the Department

Q1 The Department is responsible for a large number of apparently disparate functions [management of the government estate; housing; environmental protection; local government finance; sports policy; construction industries; ancient monuments and historic buildings; countryside and recreation; planning]. Can it be satisfactorily managed as a single department? How is this done and how are questions of competing priorities resolved? Would PSA be more effective as a separate department?

Q2 On the management of the government estate, how do you judge whether your performance is improving? How do you motivate departments to be economical in their demands? Would repayment help in this?

Q3 The department has a large number of professionals of different disciplines [about 1,500 in DOE Central, in about 20 different groups; about 2,000 in 15 groups in the common services area; and about 10,000 professional and technical staff in PSA]. Do you need them all and what do you do when the need for them changes?

Q4 You have recently had a management review of DOE (with DTp). Was this helpful and what effect will it have on the management of the department?

Housing

Q5 Expenditure on housing is planned to fall considerably (ie by about 50% by 1983-84). How will this affect your internal organisation and number of staff?

Q6 If you plan to reduce the oversight of local authorities generally, what plans do you have to reduce the number and size of regional offices?

Q7 The Housing Association movement has grown considerably, but they are not accountable as are local authorities for their performance. Has DOE got adequate arrangements for controlling their activities?

Inner Cities

Q8 The partnership arrangements between central and local government for co-ordinating policies and programmes concerning inner city activity seem to be cumbersome and bureaucratic. Are they still necessary? Does it not lead to duplication between HQ and regional office activity? Do you expect these arrangements to be phased out, and if so by when?

Water

Q9 Do you need 3 Directorates to deal with water? The establishment of the National Water Council surely relieves DOE of much monitoring and consultative activity.

PSA

Q10 Although the PSA is reducing expenditure by £25 million it appears that this will not necessarily give rise to any material number of staff savings. What plans are there to cut PSA staff? Will you be cutting down on recruitment with the drop in the PSA workload?

PRIME MINISTER

YOUR VISIT TO DOE AND PSA, 7 MARCH

1. This is a short note on the Property Services Agency, as requested by Mr Pattison. I hope to let you have a fuller, more substantive one on another occasion.

Scale of the Operation

2. The PSA is a big business. The Estimate for 1979-80 provided for 19,400 staff at a gross cost of £173 million, but £39.5 million worth of this was reimbursed by repayment clients.

3. The provision made in Estimates shows the scale of the expenditure on housing and equipping the Government (rounded):

	Home Departments £m	Defence Accommodation Services £m	Overseas Accommodation Services £m
Acquisitions and New works	73	292	8.8
Furniture and equipment	27		5.6
Rents	132		17.6
Maintenance and running costs	146	293	
Transport Services	5		
Specialised accommodation services	71		
	454	585	32.0
- Repayment clients, disposals	53	80	0.5
Net totals	401	505	31.5

4. The bulk of the work noted above is paid for by the PSA, its services being provided to Departments free on allied service terms. You have commissioned me to carry out a study of repayment for PSA services on which I shall report to you and Ministers in the autumn.

The cost of services and assets

5. 2 Marsham Street is, I believe, a Crown building. You might ask:

- What is the value of the site and the building?
- What was the cost of heating it in 1979?

6. You might also ask about the value of Crown lands and assets in the PSA's keeping, eg how many acres in the United Kingdom and how priced at the last valuation.

7. The great difference between business and Whitehall, in my experience, is that in business capital is the concern of very senior people. No new capital expenditure of an important kind is entered into without very serious consideration at the top and the capital assets held are continually under review. The tendency in Whitehall is to concentrate on the flow rather than the stock of resources.

8. That is why, as I have already indicated in papers on the cost of running Departments, I am arguing for a steady move towards providing Ministers with data on the value of assets in their keeping as well as towards charging clients for current services.

9. I should add, incidentally, that I think PSA could do a better job in estate management, especially in the rationalisation of holdings, if it were able to apply the proceeds from disposals to building or buying for the Crown. At present, such proceeds go to the Exchequer.

Maintenance Economy Review: Bath

10. You have called for a report on action following Mr Turtle's excellent report on Bath. I expect to let you have it later this month. For me, an important message of that report was that some assets in the MOD's charge were being abused or, as bad, looked after inappropriately well, eg heating of unused buildings.

11. Other Reviews have just been completed at Catterick and started at RAF Valley, Anglesey. A third is nearing completion at Bicester.

12. Some questions:

- How is Mr Turtle (an SEO at the PSA Regional Office in Reading, a former protege of Mr Chapman) now to be used?
- What lessons does PSA draw out of the Bath Review?
- Isn't one obvious lesson from Bath that Reviews should now be carried out nation-wide?
- Shouldn't Mr Turtle be given several teams to carry out more Reviews?

Energy use

13. The PSA did a good exercise on energy-saving as part of last year's "Rayner Project" and I hope that they carry on their economy drive with determination. The PSA have, through their efforts, achieved savings of 30 per cent on the civil estate fuel bills since 1972/73 and plan for a further reduction of 12 per cent by 1982/83.

14. I do not sense that Whitehall is cost-conscious here. Not having to pay has much to do with this, though PSA are considering the case for repayment for electricity. You may like to have an eye to lighting levels as you move round the building.

15. Some questions:

- What is the cost of lighting this building?
- What would be the effect of some practical changes, eg using 60w rather than 100w bulbs, using one fluorescent tube instead of two?

DEREK RAYNER

6 March 1980

jfh

29 February 1980

Thank you for your letter of 28 February enclosing a final version of the programme for the Prime Minister's visit on 7 March.

I confirm that we are content with this. I look forward to receiving the summary briefing in the course of next week.

I expect the Prime Minister to be accompanied by Ian Gow, David Wolfson and myself. If the numbers change, I will let you know. There will also be a detective, who will need to have lunch provided in a room as close as possible to the Prime Minister's party.

M A PATTISON

David Edmonds, Esq.,
Department of the Environment.

MR INGHAM

cc Mr. Ryder

Thank you for your note on the timing of publicity for regional visits. In respect of those parts of the programme which are arranged through the Private Office I make it clear that the timing of any publicity has to be settled with our Press Office. I believe Mr. Ryder does the same.

Mr. Howe has mentioned to me the desirability of releasing the Prime Minister's programme in time for local newspapers to cover it a week before the visit. This certainly seems sensible, and I have asked Mr. Howe to discuss this with you.

Once programmes are finalised, may I leave the Press Office to settle the timing and form of announcement, and to keep me in the picture?

M. A. PATTISON

29 February 1980

SECRETARY OF STATE FOR THE ENVIRONMENT

2 MARSHAM STREET
LONDON SW1P 3EB

My ref:

Your ref:

28 February 1980

Dear Mike

Thank you for your further letter of 11 February, about the Prime Minister's proposed visit to this Department on 7 March.

I attach a proposed timetable for the visit that takes into account the comments you made. I would be grateful if you could let me know by the end of the week whether this is acceptable; we can then make the necessary arrangements at this end.

We will let you have a page on each topic, together with a brief note of the people attending, early next week.

Yours ever

Dick Edmonds

D A EDMONDS
Private Secretary

Mike Pattison Esq
10 Downing Street

PRIME MINISTER'S VISIT TO THE DEPARTMENT OF THE ENVIRONMENT

SUGGESTED PROGRAMME

11.00-11.20	PM welcomed by Secretary of State. Session on management of the Department.	(Room N16/03)
11.20-12.10	Session on Housing matters	(Room N17/03)
12.10-12.25	Pre-lunch drinks with Ministers and officials	(Room N16/09)
12.25-13.00	Working lunch on theme: Activating the Inner City	(Room N16/02)
13.00-13.30	Coffee with cross-section of DOE staff	(Room P3/160)
13.30-14.15	Session on Local Government Finance	(Room N17/03)
14.15-14.30	Visit to offices of local government finance policy directorate (4th and 5th floors, North Tower)	
14.30	PM departs	

MR. PATTISON

cc. Mr. Gaffin
Mr. Wood
Mr. Ryder
Mr. Howe

Reference regional visits. I trust that you are informing the Regional Conservative Central Office and the firms involved that we do not intend to give publicity to visits until about a week before. All experience so far shows that the C.C.O. and others leak a Prime Ministerial visit at the earliest opportunity. They need to be told that the Prime Minister wishes that no announcement should be made until she gives the go ahead.

B. INGHAM

28 February, 1980

fle CC
B/F 6/3

10 DOWNING STREET

From the Private Secretary

MR. LAUGHRIN
CIVIL SERVICE DEPARTMENT

- coming Thursday

The Prime Minister will be visiting the Department of the Environment Headquarters on ~~Monday~~ Friday, 7 March. The attached outline programme shows the main matters she will be covering. The opening session will allow her to touch on the role of Regional Offices, in which she has taken a particular interest. It might also be an opportunity to touch on PSA issues, on which Sir Derek Rayner might wish to give the Prime Minister some notes. I am therefore sending a copy of this minute to Mr. Priestley.

M. A. PATTISON

28 February 1980

PRIME MINISTER'S VISIT TO THE DEPARTMENT OF THE ENVIRONMENT

SUGGESTED PROGRAMME

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14.30	PM departs	

FROM: L S BERMAN CB - Director of Statistics
and
DEPARTMENTS OF INDUSTRY, TRADE AND PRICES AND CONSUMER PROTECTION - COMMON SERVICES
1 VICTORIA STREET LONDON SW1H 0ET
Telephone Direct Line 01-215 3145
Switchboard 01-215 7877

4

stats

S.5863

Top Copy of this Doc + attachments, filed on STATS. Monthly/UK Trade Figs.

13 February 1980

T P Lankester Esq
Private Secretary
Prime Minister's Office
10 Downing Street
LONDON SW1

Prime Minister

To glance at text in particular.

TL 13/2

Dear Tim

I enclose tables which give the figures of overseas trade which the Prime Minister wished to have when she visited the Department last Monday. In front of the tables are some notes to help in interpreting them.

In spite of what was said on Monday, Table 1 shows that the UK still has a substantial surplus on trade in manufactured goods (measured on a balance of payments basis). But as a percentage of total imports of manufactures, this surplus has fallen from about 60 per cent in 1970 and 1971 to only 10 per cent in 1979.

Tables 2 and 3 summarise our trade performance with the European Community, and detailed figures are given in Table 4. I am sorry about all the decimal places which make Table 4 difficult to read.

Yours sincerely

Laurie

very much

Thankyou

HS

11 February 1980

Thank you for your letter of 7 February, about the Prime Minister's proposed visit to your Department on 7 March.

The Prime Minister's preference for discussion topics would be to cover your items 3 (Housing policy) and 4 (Local Government finance) in some depth, and to take up item 1 (inner cities) if time allows.

My only comment on your programme is that some of the individual sessions may prove to be too short. You should prepare for the possibility that the first operational session will take the time allocated for two sessions in the morning. Indeed, you might find that the best way of handling the day would be to set aside most of an hour for one of the topics as soon as possible after 1100, three-quarters of an hour for the second topic after coffee - thus dispensing with the wind up session - and covering the third topic in passing in the course of the working lunch. You might like to have a further word about the timetabling.

Apart from this point, the outline you suggest is entirely adequate. It would be helpful to have short briefing notes, as you offered, but these should be no more than one page for each topic. The Prime Minister will expect to get into the issues during the discussion, and will not need to prepare for the discussion in the same way as would be necessary for a public visit outside a Government Department.

M.A. PATTISON

D.A. Edmonds, Esq.,
Department of the Environment.

DEPARTMENT OF TRADE 1 VICTORIA STREET LONDON SW1H 0ET Telephone 01-215 7877

From the Secretary of State

Mike Pattison Esq
Private Secretary
10 Downing Street
Whitehall
SW1

8 February 1980

Dear Mike,

Thank you for your letter of 6 February. In the light of the Prime Minister's preferences for discussion topics, we have slightly changed the attendance at the meetings.

.... I now enclose a seating plan for the 11.30 meeting which shows those who will be present, and their responsibilities. I have included as an aide memoire the subjects which were listed in your letter.

.... I am also enclosing a copy of the seating plan for the lunch. Although it appeared at one stage that Mrs Oppenheim would not be present she has now decided to come in for this discussion.

.... A further attachment is the list of officials who will be taking coffee with the Prime Minister at 1.30. I have noted their particular responsibilities for the Prime Minister's information.

Yours sincerely,

Stuart Hampson

S HAMPSON
PRIVATE SECRETARY

CLOSED UNDER THE
FREEDOM OF INFORMATION
ACT 2000

Prime Minister

David, Ian and I will be accompanying you on this visit.

TL

8/2

PRIME MINISTER'S VISIT TO THE DEPARTMENT OF TRADE

Monday 11 February 1980

PROPOSED PROGRAMME

11.30	Discussion with Ministers and senior officials (12)
12.45	Lunch with different group of senior officials (12)
13.30	Coffee with Assistant Secretaries and Principals (15)
14.00	Visit to one or more divisions
14.45	Tea with cross-section of more junior staff (35)
15.15	Depart

MEETING WITH THE PRIME MINISTER: 11.30 MONDAY 11 FEBRUARY 1980

Robin Gray
Deputy Secretary
Trade Policy

William Knighton
Deputy Secretary
Commercial Relations and Exports (CRE)

Russell Sunderland
Under Secretary
CRE 2 Division
(North America and the Far East, Trade and Aid)

Jim Wilks
Chief Executive
British Overseas Trade Board

Ken Taylor
Secretary
Export Credits Guarantee Department

John Steele
Deputy Secretary
Civil Aviation and Shipping

Michael Kerry
The Solicitor
(Departments of Trade and Industry)

Stuart Hampson
Principal Private Secretary

Laurie Berman
Director of Statistics
(Departments of Trade and Industry)

David Hunt
MP

Tim Lankester

Ian Gow

David Wolfson

Suggested Items For Discussion

Pressures for Import Protection

Non-Tariff Barriers to Trade

Competition over Credit

Government's Role in Export Promotion

Foreign Policy and Trade

Extra-territoriality and the USA

Sir Kenneth Clucas

Secretary of State

Prime Minister

Minister for Trade

Parliamentary Under Secretary of State (Mr Tebbit)

LUNCH WITH THE PRIME MINISTER: 12.45 MONDAY, 11 FEBRUARY 1980

MoS (Consumer Affairs) | Prime Minister | Secretary of State | Ian Gow MP

Tim Lankester

David Wolfson

SUGGESTED ITEMS FOR DISCUSSION

Competition Policy
Company Legislation
Small Businesses
Consumer Protection

Miss Llewellyn-Smith
Under Secretary,
Companies

Mr Byrne
Under Secretary,
Competition Policy

Mr Durie
Assistant Secretary,
Competition Policy

Mr McCarthy
Industrial Adviser

Mr Brown
Deputy Secretary
Companies and Insurance

Parliamentary Under Secretary of State (Companies and Consumer Affairs)
Mr Eyre

Permanent Secretary

Mr Liesner
Economic Adviser

OFFICIALS TAKING COFFEE WITH THE PRIME MINISTER

1.30 PM MONDAY 11 FEBRUARY 1980

Mr Derek Eagers	-	Under Secretary: Publishing, Tourism, Films and Distribution Division.
Mr Peter Gregson (formerly Private Secretary at No 10)	-	Under Secretary: Marine Division.
Mr Gilmour Harper	-	Inspector General: The Insolvency Service.
→ Mr Tony Lane	-	Assistant Secretary: General Division (economic issues, social security and labour legislation, agricultural policy).
Mr John Meadway (formerly holder of Mike Pattison's job at No 10)	-	Assistant Secretary: CRE 1 (GATT multilateral trade negotiations).
Mr David Wiseman	-	Principal: CRE 2 (trade policy in relation to USA and Canada).
Mr John Bowder	-	Principal: Insurance Division (EEC matters).
Mr Peter Bryant	-	Assistant Secretary: Civil Aviation International Relations Division (USSR, South America, Africa, the Far East).
Lt Cdr Tim Fetherstone-Dilke	-	Chief Coastguard
Mr Tom Harris (very good man)	-	Assistant Secretary: Civil Aviation Policy Division (airports policy).
Mrs Vicki Harris	-	Principal: Consumer Affairs Division (consumer protection policy).
Mr Jonathan Rickford	-	Assistant Solicitor (company law).
Mr William Tench	-	Chief Inspector of Accidents.
Mr David Coates	-	Senior Economic Adviser (general economic advice to the Department of Trade).
Mr Mac Dawson	-	Director, Co-ordination Branch: Export Services and Promotions Division.
Mr Edward Blake	-	Principal Examiner: Industrial Property and Copyright Department (patent policy, European Patent Office).

PRIME MINISTER

Proposals for ENVIRONMENT visit.

The timetable is too disjointed. I will get that improved.

Four topics are suggested at A. Only two, or at most three, can be discussed in detail. Which would you prefer?

MAP 8/2.

(iii) - (iv) - ½ time

(i).

SECRETARY OF STATE FOR THE ENVIRONMENT

2 MARSHAM STREET
LONDON SW1P 3EB

My ref:

Your ref:

7 February 1980

Dear Mike

The Secretary of State was delighted to hear of the Prime Minister's proposed visit to the Department on 7 March; I attach a note of a possible programme.

The Secretary of State proposes that the brief opening session between the Prime Minister, himself and Ministerial colleagues, and senior officials, would concentrate on explaining to the Prime Minister the way in which he is adapting the management of the Department to current needs and circumstances.

As you will see, my Secretary of State suggests that the remainder of the visit should include 3 working sessions when short presentations would be offered to the Prime Minister followed by discussion; a working lunch with under and assistant secretaries; and opportunities before and after lunch for the Prime Minister to meet other senior officials and a cross-section of the Department's staff. Marsham Street has no open-plan offices and does not lend itself very easily to a walkabout, but we could arrange for the Prime Minister to visit one of the divisions whose work she will have been discussing and to talk informally to officials in their offices. A slot for this is provided in the programme.

As to topics for the working session, my Secretary of State suggests that three might be chosen from:

A

i. activating the inner city;
ii. energy, nuclear waste and the environment;
iii. better results from housing policy - the right to buy, shorthold, building for rent;
iv. the new arrangements for local government finance.

I hope that this gives you all the information which you currently need. I should be grateful if you could let me know whether the programme is acceptable and, in particular, which topics the Prime Minister would like to cover in the working sessions. We shall, of

course, then let you have in advance short briefing notes.

Yours ever
David Edmonds

D A EDMONDS
Private Secretary

Mike Pattison Esq
10 Downing Street

PRIME MINISTER'S VISIT TO THE DEPARTMENT OF THE ENVIRONMENT

SUGGESTED PROGRAMME

11.00 - 11.20	PM welcomed by Secretary of State. Session on management of the Department (Secretary of State, Ministers, Permanent Secretaries, senior officials concerned).
11.15 - 11.45	1st operational session
11.45 - 12.10	2nd operational session
12.10 - 12.25	Prime Minister - visit to a division for informal talk with people working on one of the subjects she has been discussing
12.25 - 12.40	Drinks with a small group of Ministers and senior officials (opportunity to meet those not involved in the operational sessions)
12.40 - 13.15	Working lunch with up to 20 officials (mainly under secretaries and assistant secretaries concerned with issues other than those dealt with in the operational sessions)
13.15 - 13.45	Coffee with a cross-section of DOE staff (about 50)
13.45 - 14.15	3rd operational session
14.15 - 14.30	Winding up session with Secretary of State and others

FILE

RH

Prime Minister

8/F 8280

6 February 1980

Thank you for your letter of 5 February, suggesting topics for discussion during the Prime Minister's visit to the Department of Trade planned for Monday, 11 February.

There will obviously not be time to cover all these. In the list suggested for the 11.30 session, the Prime Minister would be most interested in:-

Pressures for Import Protection
Non-Tariff Barriers to Trade
Competition over Credit
Government's Role in Export Promotion
Foreign Policy and Trade
Extraterritoriality and the USA

Over lunch, the Prime Minister would be particularly interested to pursue competition policy, and would also be happy to get on to company legislation, small businesses, and consumer protection if time allows.

If you have readily available a list of the officials invited to the coffee session, it would be useful for us to have a copy.

I expect the Prime Minister to be accompanied by Ian Gow (PPS), David Wolfson (Chief of Staff) and Tim Lankester. There will also be a detective who will need to have lunch provided close to the room in which the Prime Minister is lunching. Her drivers will return to No.10 over lunch.

M. A. PATTISON

S Hampson Esq
Department of Trade

cc

10 DOWNING STREET

DOE spoke to me yesterday, + should be writing this week. No need to chase for now

Mike.

MAP

chased DOE this morning re: your letter to Environment on 16.1.80 (air flat). I was told that you had a long chat with DOE on Friday on this matter and was put in the picture as to the current position. Do you still want me to chase for the programme proposals.

Chris

S/C

5/2/80.

DEPARTMENT OF TRADE 1 VICTORIA STREET LONDON SW1H 0ET Telephone 01-215 7877

From the Secretary of State

PRIME MINISTER
Two lists of topics for your visit to Trade. There are too many: which interest you most from the selections at A and B?
MJP

Mike Pattison Esq
Private Secretary
10 Downing Street
Whitehall
London SW1

Have marked up.

5 February 1980

Dear Mike,

VISIT OF PRIME MINISTER: 11 FEBRUARY

My Secretary of State has now agreed the provisional programme for the Prime Minister's visit next Monday.

He has suggested that the meeting at 11.30 should be devoted to overseas affairs within the responsibility of the Department and the following topics might be covered:

A

- Export Outlook
- Pressures for Import Protection
- GATT and the EEC
- Non Tariff Barriers to Trade
- Competition over Credit
- Government's Role in Export Promotion
- Foreign Policy and Trade
- Quality and other non-price factors in Exports
- International Air Services
- Extraterritoriality and the USA

Those attending will be the Minister for Trade (Mr Parkinson), the Parliamentary Under-Secretary of State (Mr Tebbit), and the following officials:

Mr Gray	-	Deputy Secretary, Trade Policy
Mr Knighton	-	Deputy Secretary, Commercial Relations and Exports (CRE)
Mr Wilks	-	Chief Executive, British Overseas Trade Board
Mr Taylor	-	Secretary, ECGD
Mr Sunderland	-	Under-Secretary CRE
Mr Steele	-	Deputy Secretary, Civil Aviation and Shipping
Mr McCarthy	-	Industrial Adviser.

From the Secretary of State

Mr Kerry, Solicitor, and Mr Berman, Director of Statistics, from the Common Services of the Departments of Industry and Trade will also be present.

The lunch at 12.45 might then be devoted to discussing home affairs, covering the following topics:

B
- Company Legislation
- Small Businesses
- Competition Policy
- Consumer Protection
- Safety at Sea
- Tourism

Those present will be the Minister of State for Consumer Affairs (Mrs Oppenheim) and the Parliamentary Under Secretary of State (Mr Eyre) and the following officials:

Mr P A R Brown	-	Deputy Secretary, Companies, Insurance, Insolvency and Patents
Mr Liesner	-	Chief Economic Adviser to the Departments of Trade and Industry
Mr Gregson	-	Under-Secretary, Marine Division
Miss Llewellyn Smith		Under-Secretary, Companies Division
Mr Eagers	-	Under-Secretary, Publishing, Tourism, Films and Distribution Division
Mr Harper	-	Inspector General of the Insolvency Service

This will mean that, assuming a party of four on your side, there will be 14 at lunch.

At coffee, the Prime Minister will meet officials from a range of other divisions in the Department and I can provide a list if this will be helpful to you. The two divisions which she will then visit are Shipping Policy and CRE5 (dealing with commercial relations and exports to the Middle East and Africa).

Yours sincerely,

Stuart Hampson

S HAMPSON
Private Secretary

Prime Minister

10 DOWNING STREET

MR. WHITMORE

Thank you MLL.

You saw the CSD Staff Side note to Peter Towers asking for a message of thanks to go to the Prime Minister following her visit to CSD. She was inclined to respond. Sir Ian Bancroft suggested that a Private Secretary response would be quite adequate. Would you like to sign the attached?

5 February 1980

vb

SIR IAN BANCROFT

The Prime Minister has asked me to say that she much enjoyed her visit to the CSD on 11 January. She was very interested to learn more about the work of the Department and was grateful to all those who met her and explained their jobs to her.

She also greatly appreciated the courtesy of those including the Departmental Staff Side who expressed their gratitude to her for the visit. She would like you to convey her appreciation to those concerned.

C A WHITMORE

5 February 1980

DEPARTMENT OF TRADE 1 VICTORIA STREET LONDON SW1H 0ET Telephone 01-215 7877

BF 30/1/80

Trade will provide a note of topics this week. Please chase Friday A.M.

MAP 29/1.

From the Secretary of State

M Pattison Esq
Private Secretary
10 Downing Street
London, SW1

25 January 1980

Dear Mike,

In your letter of 16 January about the Prime Minister's forthcoming visit to the Department you asked us to let you have our proposals for the use of the time available.

The Secretary of State is at present in the Far East and will not .... be back until the end of the month. I attach a copy of the proposed programme which we shall be submitting to him on his return.

You will see that this follows the general pattern adopted at the Department of Industry, which I understand was acceptable to the Prime Minister. We shall aim to enable the Prime Minister to meet the heads of the Common Service groups whom she did not see when she went to the Department of Industry. The figures in brackets indicate the number of people we would propose including on our side. They include the Secretary of State and the Permanent Secretary who will be present throughout.

Yours ever,

Nicholas McInnes

N McINNES
Private Secretary

MR M A PATTISON

PRIME MINISTER'S VISIT TO CSD

You suggested that the Prime Minister might wish to send a message to CSD staff in response to the note from the Departmental Staff Side here which I forwarded to you.

Sir Ian Bancroft suggests you might like to consider something along the lines of the attached. He has assumed that the Prime Minister would not wish to be troubled to send the message under her own hand - though of course the message could readily be adapted, if she wished to do so.

David Laughrin

DAVID LAUGHRIN
Private Secretary

24 January 1980

DRAFT MINUTE TO SIR IAN BANCROFT FROM MR M A PATTISON

The Prime Minister has asked me to say that she much enjoyed her visit to the CSD on 11 January, was interested to learn more about the work of the department, and was grateful to all those who met her and explained their jobs to her.

She also greatly appreciated the courtesy of those including the Departmental Staff Side who expressed their gratitude to her for the visit. She would like you to convey her appreciation to those concerned.

Regional visits file

MAP 5/2

MR PATTISON

VISITS BY THE PRIME MINISTER TO GOVERNMENT DEPARTMENTS

In the course of discussion with the Prime Minister recently about some of her visits to Government departments, the Prime Minister indicated she had not been impressed by her experience so far of civil service regional offices.

Sir Ian has subsequently been in touch with Sir Patrick Nairne and Sir Douglas Lovelock to see if they could suggest regional or local offices which the Prime Minister might visit to provide a further perspective on the work of non-headquarters staff. I attach their replies.

Sir Ian Bancroft would hope that you would be able to bear the locations in mind in planning future visits which the Prime Minister might make.

David Laughrin

DAVID LAUGHRIN
Private Secretary
22 January 1980

MANAGEMENT - IN CONFIDENCE

Mrs Sloman
PB
Mr Wightman

DEPARTMENT OF HEALTH & SOCIAL SECURITY

Alexander Fleming House, Elephant & Castle, London SE1 6BY

Telephone 01-407 5522 ext 6981

From the Permanent Secretary

Sir Patrick Nairne KCB MC

DL - pl sjl

Sir Ian Bancroft GCB
Head of the Home Civil Service
Civil Service Department
Whitehall
LONDON SW1A 2AX

9 January 1980

Dear Ian,

VISITS BY THE PRIME MINISTER

I have now been able to consult colleagues here about your letter of 18 December to Douglas Lovelock.

2. We, too, would be delighted if the Prime Minister could spare the time to visit one of the 'outstations' of this Department. The choice of outstation or office to visit is very wide. Much would depend on what would be of particular interest to the Prime Minister, and on whether the visit was to be fitted into a wider visit to the provinces or was to be part of, say, a specific day's programme devoted to looking at part of the Civil Service. Our initial reaction is to be a little doubtful about the value of visiting one of our Regional Offices. They would, I hope, impress the Prime Minister as being on the ball; but they are, as Douglas put it about LVOs, "in essence just offices, with people passing paper about".

3. As an alternative suggestion, we would hope that the Prime Minister would consider visiting one of our local Social Security Offices. There are two or three in the London area which might do very well; for example, our office at Neasden might be linked with a visit to Heathrow or, as another local option, our office at Woolwich might be linked with a visit to Tilbury. As it happens, another suitable local office is at Aylesbury - only a short distance from Chequers. There are also plenty of local offices in the North (where civil servants are perhaps less favoured with visits) which the Prime Minister might fit into a day spent in that part of England - and which would, we believe, certainly display "vigour and alertness"!

4. But I should add that - although something valuable can always be made of a visit, however short - a satisfactory tour of a local office could absorb two-and-a-half hours. I attach a note which, I think, illustrates why this is so.

E.R.

And there are other possibilities which might appeal to the Prime Minister. For example, one of our own Ministers recently visited a branch of our Social Security Regional Directorate which is located at Reading and is responsible for developing an important computer project for local offices. She was struck by the liveliness of the staff there and the excellent quality of one of the Principals in charge.

5. I hope that I have said enough to show that we shall be very ready to arrange whatever 'outstation' visit in our large field which the Prime Minister may like to make. Details can be worked out when we have had further guidance from you or No 10. The Secretary of State is assuming that he will be kept in touch as plans develop.

6. Copied to Douglas Lovelock.

yours ever,
Pat

PATRICK NAIRNE

DHSS

ORGANISATION OF A TYPICAL SOCIAL SECURITY LOCAL OFFICE

1. There is no typical size of local office but most integrated local offices (ILOs) have between 75 and 220 staff, a manager of Principal/SEO grade, a deputy manager, assistant managers (HEOs) responsible for particular functions and small sections of clerical staff supervised by Executive Officers denominated LOIs.

2. The functions covered by such local offices are:-

(a) Contributory Benefits comprising -

Short-term Benefits sections - dealing with sickness, invalidity, injury, and maternity benefit claims and payments.

Long-term Benefits section(s) - dealing with claims and payments for retirement, widow and child benefits and death grant and industrial disablement/death benefits.

Inspectorate and Contributions sections - dealing with the enforcement of liability for contributions under the National Insurance Acts and queries connected with the maintenance of individual contribution records at the Department's Central Office at Newcastle upon Tyne.

(b) Supplementary Benefits comprising -

Caller Section - dealing with callers and including claims interviews.

Assessment Section - dealing with assessment of claims, changes of circumstances and payment of benefits.

Specialist Sections - ie

Fraud Section - covering supp ben fraud (the major part) and contributory benefit fraud.

Liable Relative section(s) - obtaining from liable relatives repayment of benefit paid to their dependants (eg deserted wives).

Unemployment Review section - control of claims from the unemployed.

Visiting Section - visiting staff who visit claimants at home where necessary.

(c) Common Services -

Finance Section
Order Book Issue Room
Premises Section.

Sir Douglas Lovelock KCB
Chairman

Mrs Sloman
IR3
Mr Wightman

Board Room
H M Customs and Excise
King's Beam House
Mark Lane London EC3R 7HE

Keep handy for reply from DHSS

GBS

4/1

Sir Ian Bancroft GCB
Head of the Home Civil Service
Civil Service Department
WHITEHALL
London SW1A 2AZ

21 December 1979

Dear Ian

VISITS BY THE PRIME MINISTER

Thank you for your letter of 18 December. It is flattering to be asked and I am sure that we could arrange something which the Prime Minister would find worthwhile and which would also stand the Service in good stead.

Much would depend on the Prime Minister's own wishes, the time she had available, whether she wanted to fit such a visit in with something else, and so on. Subject to this, I would propose either a visit to our staff at Heathrow or at Tilbury. The Prime Minister might feel that she went to Heathrow all too often: on the other hand, in scale of our activity it has few rivals. Tilbury is the "wrong" side of London but it is a tolerable journey and a booming modern port.

You will see that I have kept off VAT. Needless to say, the Prime Minister is most welcome to come to a local VAT office if she would like to and there are many LVO's within easy reach of London. But LVO's are in essence just offices, with people passing paper about. The interesting work is done at the traders' premises. At a port or an airport the true flavour of Customs and Excise work is seen.

A final point, which I know you will be thinking about. Ours is an independent-minded and disputatious staff. If the visit came at a time of strain in industrial relations the staff might well lay on some kind of demo.

Copy to Pat Nairne.

Yours ever

Douglas

CONFIDENTIAL

Prime Minister

10 DOWNING STREET

From the Principal Private Secretary

6/F 19.2.80

17 January 1980

PRIME MINISTER'S VISIT TO THE MINISTRY OF DEFENCE
4 JANUARY 1980

Filed on Part 2

The Prime Minister has seen the notes which you sent with your letter of 10 January.

I understand that the Cabinet Office do propose to take the lead on the question of the extent of Ministerial participation in NATO exercises, and the Prime Minister looks forward to seeing their advice in due course.

As regards border bases in Northern Ireland, the Prime Minister has noted that the new GOC is conducting a review of the disposition of his forces and in particular is looking closely at military strengths on the border. When your Secretary of State and the Secretary of State for Northern Ireland have reached conclusions on the basis of the GOC's study, she would be grateful to know what they are.

b/f on Ireland Sit (115)

The Prime Minister would also like to know, in due course, the outcome of the studies mentioned in paragraph 4 of the note on our parachute capability.

b/f on Defence (Jan 80) Para. Capability

The Prime Minister is grateful to your Secretary of State for his invitation to pay a second visit to the Ministry of Defence, but she will not be able to take it up until she has completed her first round of visits to other Departments.

I am sending copies of this letter to George Walden (FCO), Roy Harrington (NIO) and Martin Vile (Cabinet Office).

C. A. WHITMORE

B.M. Norbury, Esq.

CONFIDENTIAL

File Prime Minister. VCS

10 DOWNING STREET

From the Private Secretary

16 January 1980

1) B/F 25-1-80
2) B/F 8-2-80 for Mtg.

I am writing to confirm that the Prime Minister would like to pay a visit to the Department of Trade in the near future. I agreed with Hugh Bartlett on the telephone that Monday, 11 February would be a suitable date. We have blocked for the period from 11.30 a.m. to 3.15 p.m. in the Prime Minister's diary.

As with all such visits, there is a strong possibility that the pressure of Government business will cause curtailment or cancellation of the visit at the last moment. I hope, therefore, that the programme which you plan will involve minimum dislocation of normal working life, so that the day will not be wasted if arrangements fall through.

1) It would be most helpful if you could let me have your proposals for the use of the time in the course of next week.

M. A. PATTISON

Stuart Hampson, Esq.,
Department of Trade.

TCR

10 DOWNING STREET

From the Private Secretary

16 January 1980

I am writing to confirm that the Prime Minister would like to plan a visit to the Department of the Environment on Friday, 7 March. We have cleared the time between 11.00 a.m. and 2.30 p.m. in her diary, and I would be grateful to know what kind of programme your Secretary of State would like to propose. It would be helpful if we could see your suggestions in the course of next week.

As I mentioned to you over the telephone, there is always a strong possibility that this kind of visit may need to be curtailed or cancelled at the last minute, depending on Government business at the time. I hope, therefore, that plans can be made which will avoid too much disruption of normal working life.

M. A. PATTISON

David Edmonds, Esq.,
Department of the Environment.

RESTRICTED

10 DOWNING STREET

From the Private Secretary

16 January 1980

In the course of her visit to the Civil Service Department on 11 January, the Prime Minister said that she would be ready to meet your Minister and senior staff from time to time to help them to overcome "blockages" in dealing with the manpower and management questions for which the Department is responsible.

We are agreed that no purpose would be served by establishing a regular timetable for these meetings. I suggest that Mr. Channon should minute the Prime Minister with the list of issues which he thinks merits her attention as and when there are enough of them to justify a meeting with the Prime Minister. The Prime Minister gathered from her conversations last week that Mr. Channon might expect to have such a list in six weeks or so.

If you are content with these arrangements, we will endeavour to arrange a meeting in response to requests submitted from time to time by Mr. Channon.

M. A. PATTISON

G.E.T. Green, Esq.
Civil Service Department.

1.

MAP

na MAP 5/2.

10 DOWNING STREET

PRIME MINISTER

Visits to Departments

We have earmarked time on Friday, 1 February and Friday, 7 March.

The main departments which you have yet to visit are:-

Trade
Environment
Agriculture
Treasury
Foreign & Commonwealth Office
Home Office
Education
Northern Ireland Office
Transport

It would make some sense to take Trade next, given its links with Industry. I suggest that either Environment or Agriculture should come after that. You might like to think of going to the Treasury and/or FCO in the Easter Recess.

MAP

15 January 1980

2.

1. Mr Whitmore KWL 18/1
2. PRIME MINISTER

You may like to be aware of this CSD staff side response to the visit.

MAP 15/1

MR C A WHITMORE

THE PRIME MINISTER'S VISIT TO CSD

Sir Ian Bancroft has asked me to let you have the attached copy of a letter from the Chairman and Secretary of our Departmental Staff Side to our Principal Establishment Officer. I think it speaks for itself but Sir Ian was keen that you should be aware how well received the Prime Minister's visit to CSD was. Sir Ian himself was delighted to see that the representatives of the staff wanted to add their thanks to those given to the Prime Minister by the Minister of State and senior officials here at the end of the visit.

Sir Ian of course leaves it entirely to your discretion whether you wish to bother the Prime Minister herself with the papers.

David Laughrin

DAVID LAUGHRIN
PS/Sir Ian Bancroft

15 January 1980

Rusk – we may be reply to such a nice letter. I will sign

MT

CSD will provide draft reply

MAP 21/1.

CIVIL SERVICE DEPARTMENT

Departmental Whitley Council – Staff Side
STAFF SIDE OFFICE, ROOM G/11, OAB, WHITEHALL TEL: 273-3511

15 January 1980

Dear Peter

PRIME MINISTER'S VISIT TO THE OAB

We would be grateful if you could ask Sir Ian Bancroft to send a message of thanks to the Prime Minister following her visit to the Department last Friday.

The Staff Side on behalf of all the staff were grateful for the time that she spent in visiting and talking to members of the Department and also the interest that she showed in the work of the CSD. A vote of thanks must also go to Sir Ian for the invitations to the coffee session and finally to yourself for the organisation.

Yours sincerely

Ian C.

Ian Cutler
Chairman

Paul Nicholson

Paul Nicholson
Secretary

Horace Cutler

PART 2. ends:-

TL to P.M 11.1.80.

PART 3. begins:-

Industry to TL 15.1.80.

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