

CPS Management (Hy, minutes & agenda) AR CPS/A80/2/15 Box 7 P.K. ✓
Note of meeting of CPS Management Committee on 30th September 1975

Present : KJ, NV, AS, SW and MW

The meeting worked to the agenda submitted by SW.

1a) SW's paper entitled "Some notes on a revised structure and operations of the Centre" was discussed. The proposals outlined in that paper were agreed, subject to two modifications suggested by AS. The new arrangement will be tantamount to an almost full-time appointment for AS. AS's non-CPS activities will therefore conform to two principles :

- i) They will not be at the expense of his work for CPS;
- ii) They will not be prejudicial or embarrassing to CPS. In this context, AS will continue to clear his activities - professional or voluntary - with KJ.

It was further accepted that the fourth of the terms of reference for the R & P unit should read : "Collaboration with MT, KJ, and others as may be agreed from time to time on speeches and articles."

AS asked that item 6b of SW's note, referring to "secondary publication" or "second strike public", should be the subject of separate discussion.

Re item 7 of SW's note, it was agreed that, where appropriate, MW's unit would collaborate with AS's unit on speeches and articles.

1b) It was agreed that MW would communicate to the rest of the CPS staff the changes initiated at today's meeting.

1c) Although GF and RM would remain as part of MW's unit, it was agreed that, as heretofore, AS would have access to them for assistance with speeches, articles, projects, etc. MW and AS would collaborate informally to ensure the mutual satisfaction of this arrangement.

2) There then followed a general discussion of the work of AS's unit, and in particular of the paper submitted by AS which set out the current position on research studies. It was agreed that, if the Zweig study proved too academic, its policy implications could be brought out in an appropriate foreword. NV thought it important to have a strategy for the research programme and proposed regular Management Committee meetings (perhaps over lunch or supper) to keep both strategy and tactics of research programme under continuous review. This suggestion was accepted readily by everyone and AS undertook to produce a note on the strategy of the research and publications programme for the next Management Committee meeting.

SW was asked to prepare a programme of possible seminars for consideration at the next meeting of the Management Committee.

AS suggested CPS build up a large and growing index of foreign contacts. MW to supervise, drawing on help of I. E. A.

AS suggested, and all agreed, a half-day conference for university student activists which KJ would address - including FCS and Bow Groupers. Martin Bendelow to be asked to organise this when he joins KJ in New Year.

AS undertook to speak to Michael Ivens to find a journalist to swoop on abuses of social security.

3) MW spoke briefly to his paper on the current and prospective work of his unit.

4) NV spoke about the current position of his endeavours to establish FEE. He was optimistic that charitable status would be obtained and that we could make progress towards establishing and financing FEE in the New Year.

5) The next meeting of the Management Committee will be held at ~~11.30 a.m.~~ ^{11.30 a.m.} on Tuesday, 4th November. Following that, a meeting would be held regularly each month on an agreed date.

CENTRE FOR POLICY STUDIESCONFIDENTIALSome notes on a revised structure and operations of the Centre

1. Discussions in August and September on the Centre have resulted in the following suggested structure and modus operandi:
2. The Centre should have two operating units each with its own Director and budget.
3. Each will be responsible to an overall Directorate consisting of KJ, NV, MW, AS, SW. This will meet monthly and receive short written situation reports from each unit. It will be responsible for overall policy.
4. The Research and Publications unit will be under AS who will have an administrative assistant and a typist. AS will work full time, but permission to do other work will not be unreasonably withheld. //
5. This unit will be supervised by a Research Advisory Panel (RAP) consisting of MW, SW, JB-G and AS. In addition SW will act as consultant on both research and administration to this unit.
6. The terms of reference for the R and P unit will be:
 - a. Responsibility for commissioning, editing, publishing and marketing of research studies and broadsheets for the Centre
 - // b. Production and placing of articles etc based on the research studies.
 - c. Organisation of Seminars *and other as ~~se~~ agreed.*
 - d. Collaboration with *KJ* on speeches and articles.
7. The other unit under MW will be responsible for all other activities of the Centre ie Universities' and schools' programmes; employment statistics; information; liaison with donors, CRD, other organisations; PR and press relations relating to the Centre itself, and overall administration.
8. It will consist of MW, and administrative assistant (JS) and a secretary (SP) and two research assistants. It will also have an additional secretary/typist (JS-B) whose primary responsibility will be for KJ's work.
9. Although there are two units, the staff of the Centre should be flexible and prepared to help in either unit or generally where necessary.
10. The Centre's budget will be agreed with each unit director and overall control will be by adherence to the budgets of the two units.
11. An initial budget for the R and P unit is attached. Finance for this unit would come partly from FEE.

CENTRE FOR POLICY STUDIES

Draft Budget for R and P Unit : September 1975 - August 1976

41000

	£
Salaries and expenses (3 people)	16,500
Fees for research	3,000
policy studies	3,000
intervention studies	3,000
broadsheets	500
Seminars	1,000
Editing, design, publication costs	3,000
Specific overhead contribution (lunches 'phone etc)	2,500
Publication purchases	1,000
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	33,500
Consultant	2,000
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	<u>£35,500</u>

SW;jkb
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