



Note

I have asked the DSE to provide a more detailed breakdown of Table A to show why the ILEA appears to have 10 x the number of support staff as the Office of Fire Service.

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My ref:
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WJ
8/8

Dear Michael

3 August 1983

Your letter of 18 July said that the Prime Minister would like more details of the figuring which underlay the estimates of GLC/MCC central administrative staff levels in MISC 95.

I attach the following:

- A - a copy of the table which was annexed to the MISC 95 paper;
- B - a note defining the categories of staff identified in A;
- C - an explanatory note and table giving a detailed breakdown of the estimates of central administrative staff.

The figure of 5,700 staff engaged on "central administration" is based on information contained in data local authorities are required to publish in manpower returns and information in their Annual Reports. Neither source gives a complete comparable picture and the note at C explains how the data were amended to arrive at the estimates in the paper.

Staff engaged on central administration includes staff in the chief executives', finance, legal, architectural, estates, personnel management and computer departments. It includes some, but by no means all, of the staff engaged on the administration of specific services. This depends upon the internal organisation of the authority. So, for example, the GLC figure of 2,700 on central administration includes staff engaged on the finance of ILEA but not staff engaged on personnel management in ILEA.

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The table at A separately identifies "direct support" staff engaged on each of three main services - ILEA, fire and police. There will be many administrative staff in this category - it includes for example ILEA personnel management.

In short, the category "central administration" does not cover all the administrators in the authorities, only those engaged in what the authority concerned classes as central administration.

Please let me know if the Prime Minister requires any further explanation of the data.

Finally, the Prime Minister may wish to be aware that my Secretary of State wrote recently to service colleagues stressing the need for substantial staff savings. I attach a copy of his letter.

I am copying this letter to the recipients of yours.

Yours sincerely

John Ballard

JOHN BALLARD
Private Secretary

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A

ESTIMATED STAFF ENGAGED ON GLC/MCC SERVICES 1982

Services to go to:-

	GLC	MCCs
<u>Joint Boards</u>		
ILEA:		
Teachers	31,000	-
direct support	27,000	-
FIRE		
Uniformed	6,900	10,100
direct support	900	1,300 ⁴
POLICE		
uniformed ³	-	31,500
direct support	-	6,500
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<u>Joint Boards: Total</u>	65,800	49,000
(without uniformed police)		(17,900)
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<u>Boroughs/districts</u>	10,170	16,600
<u>Other bodies</u> (eg Thames Water Authority)	1,330	-
<u>Central Administration</u>	2,700	3,000
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TOTALS	80,000	69,000
(without uniformed police)		(37,500)

Notes

1. Estimates prepared by DOE based on data from Joint Manpower Watch and local authority Annual Reports.
2. Excluding staff of PTEs and Magistrates Courts and Probation Services Committees who are not GLC/MCC employees. PTA staff are assumed to be included in central administration.
3. Uniformed police are not MCC employees.
4. This estimate has been revised down from 1900 given in MISC 95(83)3.

DEFINITIONS OF STAFF INCLUDED IN EACH SERVICE

1. ILEA - all staff employed in the Inner London Education Authority plus those employed in the GLC but working full-time on support for ILEA (such as school health service, gardening, and playing fields, and school maintenance);
 - "teachers" includes lecturers in further and higher education;
 - "direct support" staff covers all non-teaching staff including administrative staff located in schools etc. and ILEA's personnel management; it excludes legal, architectural, valuation, financial and committee clerk staffs provided by GLC.

2. FIRE - all staff employed in the London and County Fire Brigades including the Chief Officer and staff;
 - "uniformed" staff are all regular firemen;
 - "direct support" staff includes both non-manual staff (eg general administration, clerical and Secretarial) and manual staff (eg mechanics) wholly engaged on Fire Brigade work.

3. POLICE - all staff within the Police Force or working for the Police Committees;
 - "uniformed" includes police, cadets and traffic wardens;
 - "direct support" covers local authority staff, non-manual and manual, and includes specialists, maintenance staff and routine clerical and administrative staff; it excludes financial and other staff on services provided by the local authority to the Committee.

4. Services going to Boroughs and other bodies - all staff allocated by the local authorities to these services, generally including routine support.

5. Central Administration - all staff engaged on services for the authority itself, generally including chief executives, legal, financial, personnel, management, architectural, estates and computers.

STAFF OF CENTRAL ADMINISTRATION SERVICES IN GLC/MCCs

1. The attached table sets out the data on the internal staffing of the GLC and the MCCs. There are two sources: the DOE system of monitoring of local government manpower and the councils' own annual reports. Neither is fully satisfactory.
2. Monitoring of local government manpower is done in two ways. First, local authorities provide to LACSAB (a joint local authority body) details of their service by service manpower. This is then published as the Joint Manpower Watch (JMW) in aggregate for classes of authority. The GLC and ILEA are one group; the metropolitan counties are another. Second, since March 1983 each authority has been under a statutory duty to publish quarterly information on their manpower (MI), service by service. The Greater Manchester Council has not yet produced its first quarterly report so we have had to use the JMW figures to arrive at an estimate of GMC staff.
3. There is a code of practice setting guidelines for authorities on how the JMW and MI returns should be prepared. But it is designed to cover all types of authority from the smallest district to the GLC, and the categories of staff classed in the returns as "central services" are not precise enough to identify the central administration of the authorities. Moreover they are affected by the internal organisation of each authority. There is a further problem in that the JMW return is not corrected for part time working, although the MI return is corrected.
4. The Annual Reports are not all for the same date, are inconsistent in the way they identify their central services, and inconsistent in the staff they include in relevant services. But they do give a useful indication of the way each authority is organised and how many staff are engaged in its central machinery rather than specific services.

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5. GLC Central Administration - the local government manpower returns include 3,500 staff engaged on GLC central administration but this includes 1,500 architects working not only ^{on} the GLC's offices but also on housing and ILEA property. If all these architects are deducted this leaves a balance of 2,000. The GLC's Annual Report indicates 2,700 staff on general services, and given that this is the mid point between 2,000 and 3,500 it has been adopted as the best estimate.

6. The central administration staff for all MCCs lies between the JMW figure of about 2,500 and the total from annual reports of about 4,000. The latter, however, includes staff such as Prosecuting Solicitors and Rent Officers who are in fact engaged on specific services, and probably some part-timers. Allowing 500 to cover these reduces the range to 2,500-3,500. The best estimate has been taken as the average of these, ie 3,000.

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SOURCE DATA FOR "CENTRAL ADMINISTRATION SERVICES" OF GLC/MCCs MARCH 1983

Figures are for full-time equivalents wherever possible

	Local Government Manpower Returns		Annual Reports	
	Notes	Numbers	Numbers	Notes
A. <u>G.L.C</u>	Excludes staff full-time on ILEA work	3513	2739	General Services figure for 1981/2
B. <u>MCCs</u>				
West Midlands	MI	547	918	1981/2 figure for Finance, Legal, Property, Personnel Administration, Policy.
West Yorkshire	MI	412	695	1980/1 figure for "Policy & Finance Committee": accounts only for 1 981/2
South Yorkshire	MI	409	400	1981/2 JMW figure so may include part-time workers
Tyne & Wear	MI	312	479	1981/2 figure for "finance and Administrative Services".
Merseyside	MI	374	748	1981/2 figure for "Finance and General Purposes"
Greater Manchester	Estimated From JMW	[496]	796	1981/2 figure for "Finance & Estates; Personnel; Policy"
TOTAL MET COUNTIES	JMW	2550	4036	

*Note - Local government manpower is monitored in two ways; the Joint Manpower Watch (JMW) returns for groups of authorities and in quarterly publications by each authority of manpower information (MI) which began in March 1983. Central services included here from JMW and MI are: Chief executive, finance, legal, architectural, estates, personnel, management and computers.