



Civil Service

Treasury Chambers, Parliament Street, SW1P 3AG

The Rt Hon John Nott MP
Secretary of State
Ministry of Defence
Main Building
Whitehall
LONDON SW1A 2HB

26 November 1982

Prime Minister:

The word processor agreement
(which its no compulsory redundancy
clause) is up for renewal; Mr
Hewlett wishes to continue with it
for the present.

26/11

WORD PROCESSORS

You may recall that in May 1981 we concluded an Agreement with the Civil and Public Services Association (CPSA) on the Introduction and Use of Stand-Alone Word Processors for Typing. There was some concern that the Agreement might hamper the scope for making staff economies and might cause problems for the private sector, and so it was agreed that we should consider the matter again after 18 months to see how the Agreement had worked out in practice.

The operation of the Agreement has been closely monitored and departments have just been consulted at official level. There is a general consensus among officials that the Agreement has facilitated the introduction of word processors, especially where there had previously been local opposition. Departments have found no difficulty in redeploying surplus typists; nor are any problems foreseen, given that turnover rates for typing staff are relatively high. There is no evidence that our arrangements have caused any difficulties for employers elsewhere.

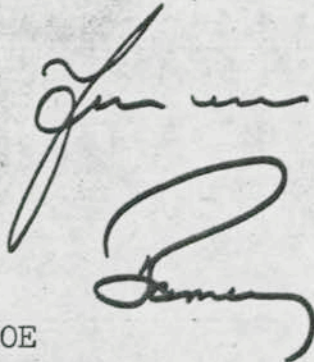
There has also been a joint Treasury/MPO study of word processor applications in Government. This showed that departments had made good progress with word processing. The study also identified some areas, eg supervision, measurement of output, training and long-term planning, where further progress could be made. Fresh guidance on these matters is now being prepared.

The Executive Committee of the CPSA seem prepared to retain the Agreement for the present, recognising that it has benefits for both sides. In the current climate of Union opinion there would be no prospect of improving on the Agreement (for example by

MANAGEMENT IN CONFIDENCE

extending its scope to include communicating word processors or other office systems) even if it were desirable to do so. These must continue to be dealt with at departmental level in common with other new technology projects. Nevertheless, the Agreement has worked well and has helped departments to improve the productivity and efficiency of their typing services. I therefore propose, if you and other colleagues agree, that the Agreement should be retained as it stands for the present. If any problems arise in the future, we can always review (or withdraw from) the Agreement at six months' notice.

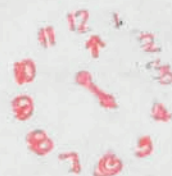
I am copying this letter to the Prime Minister, other Ministers in charge of Departments, the Minister for Information Technology and to Sir Robert Armstrong.

A handwritten signature in dark ink, appearing to read 'Barney Hayhoe', with a large, stylized initial 'B'.

BARNEY HAYHOE

Civil Service : New Technology
March '80

128 NEW



Civil Service TV

SW4



DEPARTMENT OF EDUCATION AND SCIENCE

ELIZABETH HOUSE YORK ROAD LONDON SE1 7PH
TELEPHONE 01-928 9222

FROM THE SECRETARY OF STATE

Barney Hayhoe Esq MP
House of Commons
London
SW1A 0AA

12 January 1983

Dear Barney,

WORD PROCESSORS

Thank you for copying to me your letter of 26 November to John Nott.

Although we have had a communicating system for some time in our Darlington office, we have only recently introduced stand-alone word processors in London and I am sure that the existence of the National Agreement was helpful. I agree that it should be retained as it stands for the present.

I am copying this letter to the recipients of yours.

Em. Nott

11 JAN 1983





2 MARSHAM STREET
LONDON SW1P 3EB

My ref: PSO/18870/82

Your ref:

29 December 1982

Barney Hayhoe

WORD PROCESSORS

Thank you for your letter of 26 November about relations with the Trade Union side on word processors.

I agree with your remarks about the success of the current National Agreement, which follows the line of preceding departmental agreements here and, I think, in some other departments. We would like to retain the Agreement and we look forward to the guidance on those aspects of stand alone word processors to which you refer.

For the future, we are pushing ahead with communicating word processors, so far in pilot studies only, and if you feel that a National Agreement for this is not available we shall have to gain our own agreements, as you suggest. It would be helpful if you could make sure that any experience which departments may have on the introduction of communicating word processors is shared around as quickly as possible.

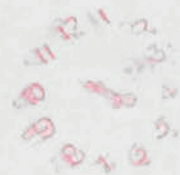
I am copying this letter as you copied yours.

yes
Michael Heseltine

MICHAEL HESELTINE

Barney Hayhoe Esq MP

30 DEC 1924





DEPARTMENT OF TRANSPORT
2 MARSHAM STREET LONDON SW1P 3EB

01-212 3434

Barney Hayhoe Esq MP
Minister of State for Treasury
Treasury Chambers
Parliament Street
SW1A 3AG

20 December 1982

Dea Barry

RT
21/12

WORD PROCESSORS

Thank you for your letter of 26 November 1982.

I agree with what you say about the success of the current National Agreement, which follows the line of preceding departmental agreements. We would certainly like to retain the Agreement and we look forward to the promised guidance on various aspects of stand-alone word processors.

As you may know, we are pushing ahead, so far in pilot studies only, with communicating word processors and similar office systems. If you feel that a National Agreement for this is not available we shall have to reach our own agreements. I think it would be helpful to all if any experience which departments may have on the introduction of communicating word processors is shared around as quickly as possible. We are entering the field ourselves,

for example, with the PRIMUS project in Industry's 'Automated Office' series, and as the CCTA are monitoring all this work it would be useful if we were kept in close touch with parallel effort. I understand that the MPO are keen to follow the progress of our project in the context of next year's multi-departmental Rayner programme, and for this purpose we have offered them a ringside seat.

I am copying this letter to those who received yours.

Yours in
David

DAVID HOWELL



QUEEN ANNE'S GATE
LONDON SW1H 9AT

5 December 1982

Dear Barney

WORD PROCESSORS

Thank you for your letter of 26 November to John Nott. As you say the word processor agreement seems to be of benefit and I am content that it should be retained as it stands for the present.

Copies of this letter go to recipients of yours.

John Nott
W. M. H.

Barney Hayhoe, Esq. MP.

civil Service, March '80, New Technology.



- 6 DEC 1982