

PRIME MINISTER

YOUTH TRAINING SCHEME RECRUIT FOR
NO 10

You will recall discussing with David Young the possibility that we might employ at No 10 a young person under the Youth Training Scheme. We have been considering how such a person might best be employed and we have concluded that the most suitable slot is in the Press Office although we do not rule out the possibility that he or she might assist on a part-time basis elsewhere in the office during some part of the twelve months of the appointment. Romola Christopherson has drawn up a job description (attached) which, I believe, meets the criterion that the Scheme should help young people to "acquire the skills and experience necessary for their working lives": it will give them an enviable insight into the work of a Government information officer and experience of general office administration.

If you wish, you could mention that we will be appointing a YTS trainee to the staff at No 10 as part of your speech to the CBI - it would fit easily into the passage on youth training.

We will have to put the trainee through positive vetting, and they will need to be carefully chosen. David Young and the MSC are of course aware of this and will help us with it.

Content that we should go ahead on this basis ?

13 April 1983

BF
file
the

Mr. Fisher

Now announced.

FEB

BF 9/5

FEB

Manpower

MR FLESHER —

CORRESPONDENCE SECTION

GARDEN ROOMS

POLITICAL OFFICE

PRESS OFFICE

YTS POST IN NO 10

Following the recent announcement about a YTS post being created within No 10, Mr Burkhard of MPO prepared a form of words, approved by MPO and MSC, to assist in handling any correspondence received.

I attach a copy for your information.

Beth Frier

BETH FRIER
PRESS OFFICE

28 April 1983

The Prime Minister has asked me to thank you for your letter in which you say your son/daughter would be interested in working in No 10 under the Government's Youth Training Scheme.

I am grateful for your interest but initial recruitment for the post will, in common with all posts under the scheme, be made through the Career Service or a Job Centre and I am afraid that it is not possible for us to consider individual applications in the way you propose.

Mr Flesher

File

Youth Training Scheme

Thank you for letting me see your minute of 12 April, together with the draft minute to the Prime Minister and the Press Office job description.

The Job description looks formidable. It assumes typing skills which a young recruit may not be able to provide. It also does not seem to me to leave any slack which would enable the recruit to be employed on a part-time basis elsewhere in No.10. But I am very ready to give some thought to how a young recruit could best be employed in Honours should this become a feasible possibility.

[Handwritten signature]

13 April 1983

Pl. type draft below.

MR. BUTLER

cc Mr. Ingham
Mr. Scholar
Mr. Joce
Miss Edmunds

Youth Training Scheme

You will recall that in a discussion with David Young the Prime Minister expressed interest in the possibility that we might employ a young person on the Youth Training Scheme in No. 10. Our preliminary reaction to this was that such a person might best be employed principally in the Press Office. Subsequent consideration has confirmed that impression and I attach a potential job description drawn up by Romola Christopherson. I also canvassed the views of other heads of sections in No. 10; Miss Edmunds thought that there was scope for employing a YTS recruit at least part of the time in Honours but Miss Porter and Miss Dover saw no real scope in Appointments, the Garden Rooms and Correspondence Section respectively. I think that the job description drawn up by Press Office constitutes an adequate basis for proceeding further; the post as described ought to occupy a considerable part of the working week. We should nevertheless bear in mind the possibility of employing any spare capacity on the part of the YTS recruit in Honours and assuming we go ahead perhaps Miss Edmunds could give thought to how the recruit might best be employed.

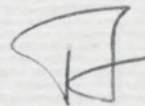
There are two other related aspects to which we should give some attention. Although we have never envisaged that the YTS recruit would be employed in the most sensitive areas of work they would nevertheless need to be positively vetted before joining the staff. This would mean making an exception to the usual rules which require that unless there is no practicable alternative persons under 17 years of age should not occupy PV posts. It follows that considerable care will have to be given to the selection of the trainee. He or she will be the subject of considerable attention by the Press even though the duties envisaged by Miss Christopherson do not include contact with the media. We shall need to keep in close touch with the MSC on the selection process and I have already been in touch with them to discuss preliminary thoughts.

/ We should

We should also ensure that we keep in step with MPO who are, I gather, thinking of a small team of YTS recruits in Cabinet Office and MPO itself.

We should, I think, now report back to the Prime Minister on the state of play. She has contemplated announcing our intention to employ a YTS recruit at No. 10 in a speech to the CBI on 19 April. This would tie in well with Employment's announcement of Civil Service participation in the YTS this week. In my view we ought to make this announcement as soon as possible and Employment see no objection. An early announcement would achieve the desired promotional effect while perhaps taking a little of the heat off the eventual appointee.

If you and the other recipients of this note agree, a draft minute to the Prime Minister recording the conclusions set out therein is attached.



12 April, 1983

DRAFT MINUTE FROM MR BUTLER TO THE PRIME MINISTER

YOUTH TRAINING SCHEME RECRUIT FOR NO.10

You will recall discussing with David Young the possibility that we might employ at No.10 a young person under the Youth Training Scheme. We have been considering how such a person might best be employed and we have concluded that ~~there is greatest scope~~ ^{the most suitable slot is} in the Press Office although we do not rule out the possibility that he or she might assist on a part-time basis elsewhere in the office. ^{during some part of the twelve months of the appointment. Ramola Christopherson} Bernard Ingham has drawn up a job description ^(attached) which, ~~we~~ believe, meets the criterion that the Scheme should help young people to "acquire the skills and experience necessary for their working lives": ^{it will certainly give them an enviable insight into the work of a government information officer and experience of general office administration}

If you wish, you could ^{mention} ~~announce~~ that we will be appointing a YTS trainee to the staff at No.10 as part of your speech to the CBI - ^{it would fit easily into the passage on youth training} ~~I believe you mentioned this possibility when you spoke to Mr. Tebbit about the idea. We could not at that stage of course do more than announce that we will be appointing someone. The selection process will necessarily have to be carried out very carefully and the appointee will have to be positively vetted.~~

If you agree we can include an announcement in your speech to the CBI and in consultation with the Manpower Services Commission begin ~~the process of selection.~~

We will have to put the ~~chosen~~ ^{trainee} through positive vetting, and they will need to be carefully chosen. David Young and the MSC are ^{of course} aware of this and will help us with it.

Content that we should go ahead on this basis?

12 April, 1983

MR INGHAM

YTS RECRUIT TO PRESS OFFICE

You asked me to draw up a full-time job description for a potential YTS recruit to Press Office. Bearing in mind Mike Foulds' suggestions and impressive minutes from Beth and Linda (attached), I offer the following for consideration.

1. Prepare and type up weekly list of forthcoming broadcasts (at present done by secondee) and set up TV/radio recordings on instruction.
2. Open Press Office mail, direct as appropriate, and clear out-trays.
3. Routine filing and information retrieval - Press Office bulletins/lobby notes/press digests/press notices/newspapers.
4. General clerical support including
 - (a) taking material for typing/bulk photocopying to and from Cabinet Office eg MIO diary, minutes and speeches;
 - (b) taking material across to the House for the Lobby;
 - (c) directing circulation folders and checking that they do circulate quickly including Cabinet documents, second carbons, information and reading;
 - (d) looking after the Press Office tea club.
5. Checking the PA tape and drawing attention to items of interest.
6. Keeping an eye on Press Office equipment, including tape recorder, video recorder, word processors, beepers to see they are kept in working order.
7. Assisting at photocalls/TV and filming set ups in the Street and within No 10.
8. Routine liaison with Parliamentary Clerk's Office, including picking up Questions, copying notes on supplementaries as they come in and before they are whisked away by Mr Ingham.
9. Assisting with the production and distribution of Press Notices.

Supervision

Being at everyone's beck and call to an extent is inevitable but I am prepared to act as "mother" and do my best to ensure that the recruit is not just doing the things no one else wants to do.

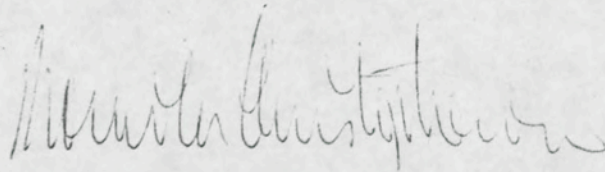
Job Satisfaction

It is important for us all to be sensitive to the need for the recruit to feel that he/she is making a meaningful contribution to

the Press Office.

Accommodation

I suggest that he/she be accommodated in Linda and Beth's room. It will be a squeeze but they are content with this arrangement.



ROMOLA CHRISTOPHERSON
Deputy Press Secretary

29 March 1983

MR. FLESHER

Will you please refer to your minute dated 29 March about the possible employment at No. 10 of a young person under the youth training scheme.

Any candidate will need to be successfully positively vetted before he/she joins the staff. As the successful candidate will be about 16 years of age, I should perhaps draw your attention to one of the provisions of the "Manual of Personnel Security Measures" which states "unless there is no practicable alternative, persons under 17 years of age should not occupy PV posts". Clearly in this instance, there is no alternative if the project is to go ahead.

Although you state that the appointment will not be made before September, I hope that a possible appointee will be selected long before then. In this case many of the PV enquiries will have to be made of school teachers etc. and experience shows that such individuals are difficult to contact after the end of the summer term. Furthermore, they often do not have access to school records during the holiday period.

As I told you I am concerned that so young an individual should be exposed to the rigours of the Press. The successful candidate will almost certainly become a "target" for the Press when the appointment becomes known. However well-intentioned the individual may be, his/her inexperience could lead to unfortunate results. I am sure this point has already been considered, but I feel I must draw attention to the inherent risk in such an appointment. This risk becomes much less if the individual's work is confined to internal clerical duties.

If the appointment is approved, the successful candidate will need to be very fully briefed by the Press Office and by the Security Co-ordinator.

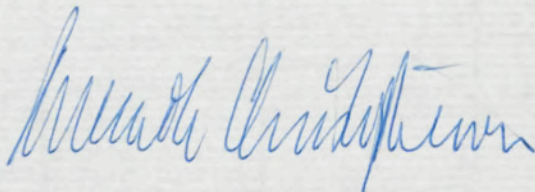
P.S. Joce
P.S. Joce

5 April 1983

MR FLESHER *ole*

YTS RECRUIT TO PRESS OFFICE

Bernard Ingham has had sight of the attached and asked me to pass it on to you for consideration.



ROMOLA CHRISTOPHERSON
Deputy Press Secretary

5 April 1983

MR INGHAM

YTS RECRUIT TO PRESS OFFICE

You asked me to draw up a full-time job description for a potential YTS recruit to Press Office. Bearing in mind Mike Foulds' suggestions and impressive minutes from Beth and Linda (attached), I offer the following for consideration.

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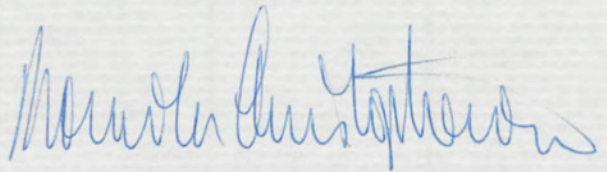
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ROMOLA CHRISTOPHERSON
Deputy Press Secretary

29 March 1983

Jo VC

MR. JOCE

During a recent discussion with David Young, the Chairman of the Manpower Services Commission, the Prime Minister expressed an interest in taking on to the staff of No. 10 a young person under the youth training scheme. We have been making tentative enquiries and we anticipate that we could occupy someone on the scheme more or less full time in the Press Office. The Prime Minister would like to announce this in a speech to the CBI on 19 April.

Before we proceed, however, I should like to be sure that you are content. In particular, I imagine that we will need to ensure the suitability of the candidate and that for example, he or she will need to be positively vetted. The appointment, however, will not be made before September.

TJ

29 March 1983

MR FLESHER

Your note below about "employing" someone from the Youth Training Scheme.

I have discussed this with Mr Catford and Appointments Section, but we have been unable to think of any tasks which a school-leaver could do and which would be useful training for the future.

gf.

25 March 1983

MANAGEMENT IN CONFIDENCE

MR. FLESHER

I have given careful thought to your note of 17 March about accommodating one person from the Youth Training Scheme either in the Garden Rooms or Correspondence Section.

As I mentioned to you yesterday, since the introduction of the micro-computers in Correspondence Section there is not enough work to keep the present complement of staff fully occupied.

As for the Garden Rooms, first one must consider the confidential nature of at least a part of the work. Secondly I cannot see this being a starter from the secretarial point of view because of the special nature of the work and the system and, of course, the 'person' would need to be a Grade I shorthand-typist.

Given that it is acceptable on security grounds to permit an outsider into the Garden Rooms I suppose a trainee could be employed in sorting the post, assisting me in the daily routine of the Bring Up system and opening files but, as you will appreciate, this would only take up a couple of hours per day.

Have you thought that Sue Goodchild might be a contender?

Kay Dyer

25 March 1983

MANAGEMENT IN CONFIDENCE

MISS CHRISTOPHERSON

2. MR INGHAM

YOUTH TRAINING SCHEME RECRUIT FOR PRESS OFFICE

The Scheme

"The Youth Training Scheme is a year long programme of planned work experience integrated with work related training or further education. It is designed to cater for young people of all abilities to help them acquire the skills and experience necessary for their working lives." (MSC leaflet YTS L2).

I'm not sure your minute of March 18 takes into account the above. What would the office "manager's" job consist of if the YT takes over all the dross bits, bearing in mind that the office "manager" is not a press officer? Every one has to do tasks which they don't particularly enjoy and it doesn't seem fair to give a YT person the majority of them.

We need to take account of public/press attention and therefore need to show that the aims of the Scheme are more than being met. The last thing we want is a disaffected youth selling stories of "hell hole in No 10" and "I was nothing but a slave" etc, to D/Star at end of stint.

More thought needs to be put into the actual job the YT will be doing. The person will have to feel that he/she is making a worthwhile contribution to the office. The YT must be capable of:

- typing (whatever the sex of the person);
- doing routine tasks (and be warned about the boring side of any job before starting);
- taking on his/her own special responsibility (see Beth's minute).

Someone is going to have the job of supervising the YT. I suggest only one person should have the responsibility.

Most important: we must not use the person as a dogsbody (which is not as easy as it sounds). The majority of people seem to think that if a person is 16 and in their first job, no matter what qualifications they have, they are going to be satisfied with just running about photocopying, collecting papers, etc. This will be that person's first ever chance of seeing how an office works. We have a great responsibility in helping the YT take his/her first steps into the "outside" world.

LB.

LINDA BOND
23 March 1983

- FR
- MR*
1. MISS CHRISTOPHERSON
 2. MR INGHAM

YOUTH TRAINING SCHEME RECRUIT FOR PRESS OFFICE

I have seen the proposal to bring someone into Press Office under the Youth Training Scheme. I am also aware of Michael's submission via Romola and would like to take the opportunity of presenting a few ideas of my own.

I assume that we will be dealing with a youngster facing his/her first job and I think we should all try to remember the pretty daunting prospect that is, coupled with the "No 10" aspect. The list Michael provides does sum up relatively simply tasks but I think that, given the size of it, YT would be left with a feeling of confusion rather than contribution. Real work experience should be something more than a list of the things no one else wants to do. My proposal is, therefore, to look for a clerk/typist and give YT the opportunity to follow a job through to a meaningful and satisfactory conclusion eg consult the diary and note current events, prepare press notices on them, run copies off, distribute to Lobby members/COI; set up TV/radio recordings and prepare POBs as a result of follow-up press reaction; type forthcoming events and be encouraged to note their press appearance and how we pinpoint them in the press digest - YT could prepare the annex for the digest (work going direct to PM!).

I think this approach provides the elements YTS aims for - a work experience which gives the opportunity to apply and acquire skills and job satisfaction. It also helps Press Office. Isn't that what it's all about!

Beth Frier

BETH FRIER
PRESS OFFICE

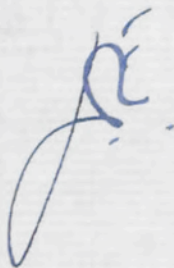
23 March 1983

Management in Confidence

Mr Flesher

Your minute of 17 March about the possibility of accommodating one person from the Youth Training Scheme within the staff at No 10.

We should welcome such a person in the Honours Section. We consider that we could provide scope for training and should be very ready to do so, assuming that we are not considered to be too sensitive an area.



17 March 1983

Gf -
pse file +
Bf in
2 weeks
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MANAGEMENT IN CONFIDENCE

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MR. INGHAM

Two weeks ago we had some brief discussions about the possibility that we might accommodate one person on the Youth Training Scheme within the staff at No. 10. You expressed some enthusiasm about the idea and I wonder whether we could now go a little further. In particular I think we need to spell out in some detail a job description for a potential YTS recruit together with an approximation of the amount of time which they might expect to spend in the Press Office. If you could employ someone full time, so much the better; if not, I imagine that we will be able to find additional duties elsewhere in No. 10.

Would the best way of proceeding be for one of your staff to draw up such a job description with a view to discussion between you and me at some convenient stage?

T. FLESHER

17 March 1983

MANAGEMENT IN CONFIDENCE

✓ MISS PORTER
MISS EDMUNDS
MISS DOVER

During a recent discussion with Mr. David Young of the Manpower Services Commission, the Prime Minister expressed interest in the possibility of accommodating one person from the Youth Training Scheme within the staff at No.10. She recognised that there will be a number of practical difficulties about this but asked that we should seek to arrange it. The objective would be to use a school-leaver in such a way as would provide good training but without, I imagine, giving access to very sensitive material. The Press Office is probably the principal contender in this respect.

I should, however, be grateful to know whether you see any possibility of accommodating, for however short a period of the working week, someone on the YTS. Such a person would, of course, be entirely additional to our present complement and would not in any sense be taking over the duties of existing staff. He/she might therefore best be employed on tasks which are not performed at present or performed less well than we should like.

Perhaps you could let me know whether you see any scope in the Section for which you are responsible.

TF.

17 March 1983

CONFIDENTIAL



10 DOWNING STREET

From the Principal Private Secretary

2 March 1983

Dear John,

I attach a copy of a letter which Michael Scholar has written to Barnaby Shaw which includes, as you will see, the suggestion that No 10 might offer a place for someone on the Youth Training Scheme. The letter has been copied to Mary Brown and may reach you by that route, but I wanted to make sure that you saw it on the establishments side.

We are thinking about areas of No 10 in which we could use a school leaver in a way which would provide good training for them without giving them access to very sensitive material. The press office or the correspondence section may be possibilities: I will keep you in touch with the development of this idea.

Yours ever,

Robin Butler

J W Stevens Esq.,
Cabinet Office.

CONFIDENTIAL

Mr Stevens

*Mr Shaw
20 AB
cc Mr Jock*

AB

FILE

CONFIDENTIAL

da



bcc: Mr. Butler
Mr. Fresher
Mr. Ingham

10 DOWNING STREET

From the Private Secretary

1 March 1983

Dear Barnaby,

YOUTH TRAINING SCHEME

The Prime Minister had a discussion this morning with Mr. David Young about the Youth Training Scheme.

The Prime Minister agreed to the addition of the Manpower Services Commission to the list of Government bodies which could participate in the Scheme. Mr. Young explained the role which Managing Agencies might perform, as outside bodies taking full responsibility to provide the training and the work experience under the Scheme. This would be a method of combining the private and public sectors to the advantage of both, since the Managing Agencies would approach the Government with a view to providing the work experience in particular locations. The Prime Minister said she accepted that the Government should play its part in the Scheme. But she preferred the Government bodies to be confined to the list attached to my letter of 15 February, together with the MSC; and other such non-main stream areas in the Civil Service as Museums and Galleries.

BF The Prime Minister also expressed interest in the idea of accommodating one person on the Youth Training Scheme within the staff at No.10 Downing Street. She recognised that there would be certain practical difficulties about this, but nevertheless, asked that we should try to arrange this. We will be in touch with you (and the MPO) about this in due course.

I am sending copies of this letter to Margaret O'Mara (HM Treasury), Mary Brown (Lord Privy Seal's Office), David Young (MSC) and Richard Hatfield (Cabinet Office).

Yours sincerely,

Michael Scholar

Barnaby Shaw, Esq.,
Department of Employment.

CONFIDENTIAL

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