



cc No
Prime Minister (2)

Caxton House Tothill Street London SW1H 9NF

MCS 19/9

Telephone Direct Line 01-213...6400.....

Switchboard 01-213 3000

MS

Lord Gowrie
Minister of State
Management and Personnel Office
Old Admiralty Building
Whitehall
London SW1A 2AZ

19 September 1985

MS

D. Gray,

YOUTH TRAINING SCHEME AND THE CIVIL SERVICE

Thank you for your further letter of 13 September. I have also seen Michael Heseltine's of 9 September.

with MCS?

with MCS?

I have to say again that I see no merit, and considerable dangers, in conceding on either of the issues which the CCSU are still pressing as the price of their agreement. Since the luncheon voucher allowance for 16 and 17 year olds was recently consolidated into pay, no issue arises about equal treatment between trainees and employees in this area. Payment of a lunch allowance of £1.20 a week could therefore only be seen as a backdoor way of increasing the £25 trainee allowance. This is precisely the area in which the civil service as employer cannot be seen to depart from the line we are urging on other employers and I fear any concession here could seriously weaken both our position and theirs. So far as Michael's suggestion that MOD could find £1.20 extra out of the £1950 allowance is concerned I have to say that that was a suggestion specifically rejected by private sector employers. They were simply not so well padded with spare cash, as to be able to find an extra £1.20 a week to pay the trainees, and it was a key factor in reaching my conclusion not to increase the allowance.

I recognise the contribution which Ministry of Defence industrial establishments can make to the YTS, but I am sure we should not seek to buy places here at the risk of losing many others in industry generally. I am pleased that the industrial unions in MOD support the Scheme and I hope they might perhaps be able to bring useful influence to bear on the civil service unions. But in any case I have no doubt we must continue to stand firm.

I am copying this letter to the recipients of yours.

J. Norman

MANPOWER: Employment Measure

19 SEP 1983

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CABINET OFFICE

NBPM

MWS 5/9

From the Minister of State

Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE

Old Admiralty Building

Whitehall

London SW1A 2AZ

Telephone 01-273 4400

The Rt Hon Norman Tebbit MP
 Secretary of State for Employment
 Caxton House
 Tothill Street
 London SW1

2 September 1983

Norman Tebbit

YOUTH TRAINING SCHEME AND THE CIVIL SERVICE

As you know we have been pressing the Council of Civil Service Unions to come quickly to a formal statement of their support for YTS in the Civil Service. The CCSU met on Tuesday and came to see officials of the MPO, Treasury and MSC yesterday.

The CCSU returned to the 3 issues that they had raised in earlier discussions and, broadly, officials were able to reach a tentative accommodation on them.

The first was a request for a revised formula on staffing resources. The issue here is largely presentational and my officials and Treasury officials are sorting out the precise form of words as a matter of urgency. In substance the new words will not go beyond the position we have already taken.

The second related to supervision and monitoring of the training component of YTS. Of course the MSC's own procedures already provide for this but the unions asked and we agreed that the existing Civil Service Joint Committee on Training could formally add this task to its remit. A slight nonsense but a no-cost gesture on our part.

The third point was a union request for a national framework agreement between the MPO and the CCSU on Civil Service schemes. In principle, we see no difficulty about this if the framework document is kept short and it can be agreed quickly (there is already a detailed Guide for Civil Service Schemes agreed between the MPO and the MSC), but 2 areas of difficulty emerged over the content of such an agreement. The CCSU pressed strongly for a meal allowance and a travel allowance to be provided for trainees. A meal allowance

RESTRICTED

could take the form either of a cash payment or the provision of luncheon vouchers which met part of the cost of a meal; the travel allowance in their view should cover costs within the first £4 of weekly travel, any excess over this being already met by the MSC under the national arrangements for YTS. Subject to your views and those of colleagues to whom I am copying this letter, my reaction is that it would be very difficult to meet either of these requests even though the Unions clearly attach great importance to them.

The real difficulty for the Unions lies in the fact that this year's CPSA Conference threw out an Executive Motion proposing support for the YTS and, although the issue was not debated at the SCPS Conference, there have been powerful forces within that Union against participation - and these two unions together can block agreement. The CPSA and SCPS arguments are basically that they need some token of movement on our side to enable their Executives (and particularly that of the CPSA who would be disregarding a Conference instruction) to show that they were justified in agreeing to participate. This is why they regard movement of some kind on meal and travel allowances as so important. My view is that given the difficulties of the Government appearing to "top up" schemes within the Civil Service it would be difficult to make a concession on either point. But I would very much welcome your advice before obeying my instinct and turning them down.

If the YTS is to go ahead in the Civil Service it is important to get the CCSU's formal support very quickly so that Departments in turn can obtain formal approval of their YTS programmes from the MSC Area Manpower Boards. We need therefore to respond in writing to the CCSU at the beginning of next week when the key General Secretaries will be together at the TUC in Blackpool. I would accordingly be very grateful for an early reply.

I am copying this letter to the Prime Minister, the Chancellor of the Exchequer and to Sir Robert Armstrong.

*Yours,
L. G.*

LORD GOWRIE

RESTRICTED

Manpower SEM's Pt 10

SEP 5 1983

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CNS

(2)

Prime Minister

Caxton House Tothill Street London SW1H 9NF

Telephone Direct Line 01-213..... 6400

Switchboard 01-213 3000

There is to be no

topping up of the £25

a week YTS allowance

8 September 1983

The Earl of Gowrie
Cabinet Office
Management and Personnel Office
Old Admiralty Building
Whitehall
LONDON SW1A 2AZ

ml

for the civil service,
as requested by the
unions.

D. G. G.

YOUTH TRAINING SCHEME AND THE CIVIL SERVICE

Thank you for your letter of 2 September. I am pleased to note the substantial progress that has been made in the talks with the Council of Civil Services Unions but like you I see no way in which we can meet the concessions they are seeking on a meal allowance and a travel allowance for the trainees.

MSC 9/9

This could not but be interpreted, in either case, as a back-door way of "topping up" the £25 allowance - the very thing we are seeking to discourage other employers from doing. Our position is that £25 is sufficient for young people's needs, and many private sector sponsors have made clear that they could not afford a penny more than this out of the MSC grant. If we should undermine their position we risk losing large numbers of places.

As regards travel costs our position at the moment is that trainees themselves are expected to meet the first £4 per week and the MSC reimburses everything over this. I am committed to reviewing this arrangement later this year in the light of recommendations I expect to receive shortly from the MSC. Whatever may or may not be the outcome of that review there is no case for making a special concession for those coming into the civil service.

I recognise that these decisions will come as a disappointment to the unions, particularly the CPSA and the SCPS, but they cannot really expect the Government's participation in its own Scheme to be dependent upon concessions going beyond what is expected of employers generally. I trust your people will be

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able to persuade them of this. But I am clear that having announced our decision to participate in the Scheme we cannot in the end allow the terms to be dictated by the unions. As to timing, the conduct of the negotiations is of course entirely a matter for you. I do just wonder, however, whether it is necessary to communicate this decision to the CSSU before the conclusion of the TUC Conference. That would be unlikely to help the reception of the Scheme at the Conference and might, I would have thought, make it more difficult for the CSSU themselves to take a responsible line in reply.

I am copying this letter to the recipients of yours, including the Secretary of State for Defence.

J. Norman

- 2 -

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Harper
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Pk 10

SEP 11 1964

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MINISTRY OF DEFENCE WHITEHALL LONDON SW1A 2HB

TELEPHONE 01-218 9000
DIRECT DIALLING 01-218 2111/3

MO 21/8/11

9th September 1983

A handwritten signature in cursive script, appearing to read 'Lord Gowrie'.

YOUTH TRAINING SCHEME IN THE CIVIL SERVICE

Thank you for sending me a copy of your letter of 2nd September to Norman Tebbit about the negotiations with the CCSU on YTS in the Civil Service. These discussions affect both non-industrial and industrial areas in the Civil Service, since CCSU members would serve as instructors and supervisors for YTS trainees in craft and other manual skills.

The experience of the Ministry of Defence in industrial and other training means that there is a lot which our establishments can contribute to YTS. It would be regrettable if this expertise were not to be tapped. We have the support of the industrial unions but CCSU co-operation is also necessary. I hope therefore that it will be possible to reach an agreement with the CCSU on the outstanding points, preferably covering schemes of all types or at least securing their acceptance that non-industrial staff will play their part in instruction and supervision of manual trainees.

I have noted the points that are still outstanding in the negotiations and it could be that a minor concession would bridge the gap. If for instance the Civil Service was to pay YTS trainees

Lord Gowrie



a small lunch allowance of £1.20 a week the costs could be met from the £1,950 MSC grant and it could be represented as no more than we already give to 16 and 17-year olds in the Civil Service through the recently consolidated luncheon voucher allowance. I would urge that this should be favourably considered. Many firms outside will be providing lunches at no cost to the recipients.

I am copying this letter to the Prime Minister, the Chancellor of the Exchequer, the Secretary of State for Employment and to Sir Robert Armstrong.

A handwritten signature in dark ink, appearing to read "G. S. Heseltine".

Michael Heseltine

Manpower

Special Emp Means

It 10

SEP 2 1983





Prime Minister ⁴

CABINET OFFICE

MUS 15/9

From the Minister of State

Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE

Old Admiralty Building

Whitehall

London SW1A 2AZ

Telephone 01-273 4400

The Rt Hon Norman Tebbit MP
Secretary of State for Employment
Caxton House
Tothill Street
LONDON SW1H 9NF

13 September 1983

Mr. Norman,

YOUTH TRAINING SCHEME AND THE CIVIL SERVICE

Thank you for your letter of 8 September. In the light of this my officials wrote to the Council of Civil Service Unions on 12 September setting out formally the way in which we had met most of the points which they had raised but explaining that we could not pay a meal allowance or a contribution towards travel in addition to that already provided by the MSC.

The Major Policy Committee of the CCSU considered this response at their meeting this morning. They have a further point on the provision of resources and some minor matters arising from the draft "Framework Agreement" with which I need not bother you. But they are still pressing for allowances on meals and travel (although our judgement is that they are really looking for one or the other and know that they have no hope of obtaining both). Although they have not finally decided to do so it is likely that they will ask for a meeting with me on the meals and travel issue. If they ask I think I should agree to see them accompanied perhaps by Barney Hayhoe and Peter Morrison.

However, after my officials had written to the CCSU, I received Michael Heseltine's letter of 9 September urging that we look favourably at a payment of a small lunch allowance of £1.20 a week to trainees, the costs being met from the £1950 MSC grant. I accept the arguments in your letter of 8 September - they are the ones which my officials have all along been putting to the CCSU - but the provision of YTS places in MOD Industrial Establishments seems to have a particularly valuable contribution to make to YTS and it is important that we should not lose them.

Before any meeting with the CCSU we need to have resolved this issue. Could I therefore ask you to look again at the advice given in your letter of 8 September in the light of Michael Heseltine's specific suggestion that a lunch allowance of £1.20 per week (equivalent to the sum recently consolidated into Civil Service pay scales for 16 and 17 year olds in lieu of luncheon vouchers) should be paid to YTS trainees from the existing MSC grant. I recognise the wider difficulties of making such a concession and will be entirely guided by you.

I am copying this letter to the Prime Minister, the Chancellor of the Exchequer, the Secretary of State for Defence and to Sir Robert Armstrong.

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Lm.
TJ-2*

LORD GOWRIE

Maryanne
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15 SEP 1983
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NBPM

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CABINET OFFICE

From the Minister of State

Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE

Old Admiralty Building

Whitehall

London SW1A 2AZ

Telephone 01-273 4400

The Rt Hon Norman Tebbit MP
Secretary of State for Employment
Caxton House
Tothill Street
LONDON SW1H 9NF

28 September 1983

Lord Norman,

YOUTH TRAINING SCHEME AND THE CIVIL SERVICE

Thank you for your letter of 19 September.

My officials have now met the Major Policy Committee of the Council of Civil Service Unions again. They continued to press strongly for some move on meal and/or travel allowances. It was made very clear to them that the financial arrangements must be on the same terms as the Government expects of employers generally, and that we cannot therefore agree to a meal allowance or depart from the standard MSC arrangements on the travel costs.

The CCSU have now asked to meet Ministers on this issue, and any other outstanding matters relating to YTS in the Civil Service. (I hope that by the time of the meeting there will be none).

I think that in the interests of good relations generally and of securing an agreement on YTS in the Civil Service we should meet them, even though we do not intend to depart from the decision already taken on meal/travel allowances. In view of the spread of interests I would suggest we field a Ministerial team including Peter Morrison and Barney Hayhoe as well as myself. If you agree I will arrange for this meeting as a matter of urgency since we are keeping up pressure on the CCSU for a firm decision to be taken at their Council meeting on 6 October. (This means that decisions by the executives of individual unions, particularly the CPSA and the SCPS, will be needed before then.)

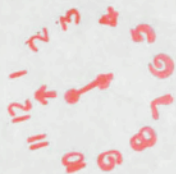
I am copying this letter to the Prime Minister, the Chancellor of the Exchequer, the Secretary of State for Defence, Barney Hayhoe, Peter Morrison and Sir Robert Armstrong.

Lord Norman,
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LORD GOWRIE

Manpower STM's P+LO

28 SEP 1963



MANAGEMENT IN CONFIDENCE

Mr Tim Flesher
Private Secretary to the Prime Minister

YTS - MPO WHITEHALL SCHEME

1. I am "Project Officer" on the implementation of the YTS - MPO Whitehall Scheme but shall continue to work with Dennis Burkhard as Managing Agent.
2. To bring you as far up to date as possible I am enclosing copies of:
 - i. MPO Training Division's letter of 17 August 1983 about delays in Trade Union clearance of the YTS in the Civil Service and action preparatory to a hopefully favourable outcome.
 - ii. a copy of MSC's distillation of the Scheme Programme.
 - and iii. a copy of MSC's Programme Development Officer's letter of 9 August 1983 informing us that their Area Board had agreed the Programme subject to Trade Union clearance "at the relevant level".
3. CCSU will meet on 30 August 1983 to discuss the issue of the YTS in the Civil Service and subject to what emerges we could launch the project in three to four weeks from then, hoping that the delay will not disadvantage us seriously on recruitment.

B

G F Burns
PS Division
Room 1/96 (OAB)
Ext 3106 (273)
22 August 1983

ENCS

MANAGEMENT IN CONFIDENCE



Management and Personnel Office
Whitehall London SW1A 2AZ

Telephone (Direct dialling) 01-273 4506
GTN 273 (Switchboard) 01-273 3000

Your reference

Our reference

Date

17 August 1983

Dear Departmental Training Officer

YOUTH TRAINING SCHEMES IN THE CIVIL SERVICE

I have previously written to you indicating that discussions with the Council of Civil Service Unions about the Youth Training Scheme in the Civil Service were continuing and that I would inform you when the discussions were completed. I am afraid that the discussions are still continuing, but I hope to be able to let you know the outcome at the beginning of September.

Given the tightness of the timetable for the implementation of YTS programmes and the need to take matters as far forward as possible whilst our discussions at national level with the unions are continuing, we think that it would now be desirable for departments who are to be Managing Agents for YTS programmes in the Civil Service to take some further steps as soon as they are ready to do so.

Departments are therefore free to offer to talk to their departmental unions about their plans for YTS programmes making it clear that these are conditional upon gaining union support at national level. Additionally it would be sensible for departments which are to be Managing Agents to submit applications for YTS programmes, which also would be conditional on gaining union support, to Area Manpower Boards of the Manpower Services Commission for approval.

I will let you know as soon as I can about the outcome of the discussions with the Council of Civil Service Unions.

Yours sincerely

E D Doig

E D Doig

Circulation: All Departmental Training Officers and other staff concerned with YTS
Research Establishments
Museums and Galleries
Mr N E A Moore
Mr Coster
Mr Doig
MPO Training Liaison Officers
Mr Walne
Mrs Bayliss (MSC)

MANPOWER SERVICES COMMISSION
 TRAINING DIVISION
 YOUTH TRAINING SCHEME

Scheme Ref No.

SUMMARY OF THE TRAINING PROGRAMME

Name of Managing Agent/Sponsor & Address:
 Management and Personnel Office
 Old Admiralty Building
 Whitehall
 London SW1A 2A2 ~~273 3000~~
 Dennis DURKHAND 273 4046

Main Operating Address (if different)

T.L.E.A.
 - 1 AUG 1983
 CARET

TYPE OF BUSINESS/ORGANISATION: Government Department

SCHEME TITLE: MPO - Whitehall Scheme

OCCUPATIONAL AREAS COVERED: Clerical

PLACES: 15 trainees LENGTH OF PROGRAMME: 50 WEEKS

START DATE(S): 12 September 1983 INTAKE: BLOCK/STAGGERED/CONTINUOUS

RECRUITMENT FACTORS: Willingness and potential to participate in a wide range of clerical activities. Desirable but not essential for some applicants to have a basic knowledge of keyboard skills.

TRADE UNION(S) AND/OR EMPLOYERS ASSOCIATION(S) CONSULTED:
Negotiations taking place with the Council of Civil Service Unions

HEALTH AND SAFETY ARRANGEMENTS:
All Government Departments participating in the scheme have agreed to comply with the terms and conditions of the HASAWA 1974.

DESIGN ELEMENTS	SUMMARY
INDUCTION	
OFF-THE-JOB TRAINING	
OCCUPATIONALLY BASED TRAINING	
PLANNED WORK EXPERIENCE	
CORE SKILLS	
ASSESSMENT	
GUIDANCE AND SUPPORT	
REVIEW RECORDING AND CERTIFICATION	

DESIGN ELEMENTS	SUMMARY
<p>INDUCTION <i>Design Memorandum</i> 1 (i)</p>	<p>A one week induction at City and East London College will include an introduction to YTS and the training programme including on and off the job training, health and safety and use of logbook. An initial assessment of trainees' abilities and interests will be made. There will be Departmental induction at the beginning of work experience at each stage within the scheme.</p>
<p>OFF-THE-JOB TRAINING 1 (iii) <i>(not deletions - emphasis over timing)</i></p>	<p>Provides for a minimum of 13 weeks at, or organised by, City and East London College. This includes 1 week induction, 33 days BEC General course on a day release basis, 10 days block release Keyboarding and Information Technology and 6 days block Local Community Study project. This will be supplemented by a 1 week residential course at the Civil Service College, Sunningdale and at least 6 days departmental training in clerical skills and information technology. A 3 week typing course at the Dept. of Trade Training Centre will be provided for those trainees with some basic typing skills.</p>
<p>OCCUPATIONALLY BASED TRAINING 1 (ii)</p>	<p>On and off the job elements are closely integrated. Trainees will acquire a wide range of clerical skills including, filing, mailing, keyboarding, reprographics and knowledge of office procedure.</p>
<p>PLANNED WORK EXPERIENCE <i>(not deletions - emphasis over timings)</i> 1 (iv)</p>	<p>Each trainee's first placement will be decided on the basis of the initial assessment. In the Department of Trade and Industry trainees will develop their skills in 2/3 sections in which a full range of clerical activities are carried out. In the Management and Personnel Office/Cabinet Office trainees will gain experience in a number of common services/support sections. Movement between Departments will be possible. The placement in Downing Street will include a variety of clerical duties in the Press Office, Correspondence and Appointments Sections. The trainee will have the opportunity to gain wider experience in other parts of MPO.</p>
<p>CORE SKILLS 1 (v) ² (a)-(e)</p>	<p>Numeracy and Communication will be developed through BEC modules, stock control, numerical filing, minute writing, use of telephone. Manual dexterity will be developed through use of office machinery and problem solving through planning of work and off job training projects. Computer literacy will be covered by College and Departmental training.</p>
<p>ASSESSMENT 1 (vii)</p>	<p>Following initial assessment, each trainee will be assessed monthly to evaluate progress. This will be carried out by the section supervisor and will fully involve the trainees in assessing their own progress. In addition college tutors will conduct assessment during the off-the-job training elements.</p>
<p>GUIDANCE AND SUPPORT 1 (vi)</p>	<p>The immediate source of guidance and support will be the trainee's line manager. A named representative in each Department and the MPO co-ordinator will also be available whenever necessary. Staff at these 3 levels will be involved in the review of progress on a personal and regular basis. Careers and MSC staff will maintain regular contact with the scheme throughout the year.</p>
<p>REVIEW RECORDING AND CERTIFICATION 1 (viii)</p>	<p>Review of progress will be carried out monthly, the outcome of which will be recorded in the trainee logbook. Departmental representatives will hold monthly review meetings to assess progress and identify the further needs of the trainees across the whole scheme. Each trainee will receive a YTS certificate and a BEC General Certificate where a suitable standard has been reached.</p>

LEARNING OPPORTUNITIES	SUMMARY
BASIC SKILLS AND ADDITIONAL SKILLS <i>Design Memorandum</i> 2(i)	These are fully integrated in the programme. Through off the job training and office placements, trainees will acquire skills in number, communication, manual dexterity and problem solving/planning. They will gain 'hands on' experience of information technology and an understanding of its applications.
WORLD OF WORK 2(ii)	During work experience trainees will be subject to the normal disciplines of time-keeping, acceptable dress and behaviour. An understanding of the role of Government Departments will be developed through the BEC module in Government. Work placements in the Department of Trade and Industry will increase awareness of the relationship between Central Government and industry/commerce.
WORLD OUTSIDE EMPLOYMENT 2(iii)	Trainees will undertake a research project on the employment, leisure and education facilities provided in the local community, organised by City and East London college.
JOB SPECIFIC AND BROADLY RELATED SKILLS. 2(iv)	Each trainee will have the opportunity to develop a range of skills in the clerical field, including keyboard, computing, office machinery and basic office procedures.
PERSONAL EFFECTIVENESS 2(v)	During work placements trainees will be allowed to work on their own initiative and as part of a team. The experience of working in a number of sections will develop confidence, flexibility and inter-personal skills through contact with a variety of people. The design and implementation of the local community study will provide an opportunity for developing organisational/planning skills. Departmental training will include the use of problem solving exercises which will develop self confidence through group work.
SKILL TRANSFER 2(vi)	The range of skills covered in the programme will equip trainees to seek employment in a wide variety of office situations. Communications/inter personal and numerical skills have a wide application to other occupational areas. Trainees will experience the application of the skills learnt in different contexts through their movement between sections/departments during the work experience.

RECOMMENDATION TO AREA MANPOWER BOARD:

This scheme provides for all the core skills and learning opportunities to be provided within the framework of the design elements. Fifteen places are being provided between Management and Personnel Office, Department of Trade and Cabinet Office.

Consultation with the Council of Civil Service Unions about YTS in the Civil Service is currently well advanced. If early agreement is reached approval of individual schemes will be sought from the relevant unions at the appropriate level. The Board is asked exceptionally to approve this proposal subject to agreement being reached with the unions so that the preliminary work of agreeing recruitment arrangements with Careers Service may continue and the various inter-departmental inputs may be negotiated and planned.

There will be no topping up of allowances.

Signature *A. H. ...* Area Manager

Date *27 July 1983*

AREA MANPOWER BOARD COMMENTS/DECISION:

Signature AMB Secretary

Date

POSITION ON OUTSTANDING ISSUE(S):

Signature Area Manager

Date

Your ref:

Our ref: RS/NH

Date: 9th August 1983



Training Division

London North Area Office
19-29 Woburn Place
London
WC1 0LU

Tel 01 632 5318

GTN 2924 +

Mr D Burkhard
Personnel Manager
Management and Personnel Office
Old Admiralty Building
Whitehall
London SW1

Dear Dennis,

+/ I am writing, as promised, to confirm that the London North Area Manpower Board gave approval at their meeting on 4th August to the MPO scheme "subject to agreement by the recognised and appropriate unions at the relevant level". Sue Bryan will contact you if and when we are able to proceed any further with the scheme.

In the meantime I enclose a copy of the new MSC trainee log book which is available to you free of charge should you wish to provide them for trainees on the MPO scheme.

Finally, please note my telephone number has changed to 632 5318, should you wish to contact me. Sue Bryan's number remains unchanged.

Yours sincerely,

A handwritten signature in cursive script that reads 'Roy Saxby'.

Roy Saxby
Programme Development Officer

cc. Mary Davis, Dept. of Trade.

+/ Copy of info scheme, as agreed,
attached (given to me by Peter Powell
of Careers Office in Chorus + Ad.)
DJM - 17/8/83