

Mr. Barclay

CONFIDENTIAL

The person who will be getting in touch with you to fix a timetable for recruiting our YTS person is now Mr. Chase. I have said that I would be content with a date not later than mid-Jan for getting our person in provided that this is no later than the date for other Civil Service YTS recruits.

LORD GOWRIE

cc PS/Sir Robert Armstrong
Mr Butler, No 10 ✓
Mr Trevelyan
Mrs Sloman
Mr Coster

REB

18.11.

YTS

We have just heard privately that the Civil Service Unions are now on track for an early acceptance of the YTS. It may be a few days before we get formal notification but there is now, I am assured, no possibility of the deal falling apart.

As you know the main stumbling block was the Left Wing Executive of the Society of Civil and Public Servants who had exercised a veto on progress so far. They have now been brought round by the combined efforts of a good many people - including notably Bill McCall the General Secretary of the IPCS and current Chairman of the CCSU's major policy committee. His tactical handling of a difficult situation was of a high order and, while we cannot acknowledge his role in public, I would not want it to go unrecorded.

We are now in touch with No 10 to ensure that their requirements are met as speedily as circumstances allow.

P Le Cheminant
18 November 1983

CF

Please by 18 Dec
or thereafter.

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11 JUL 1983

DRAFT

Mr David Barclay
Private Secretary to the Prime Minister

YTS-MPO WHITEHALL SCHEME

1. I am writing to you in connection with the trainee who is [now] due to join you under the YTS-MPO Whitehall Scheme, mainly to summarise the ground rules laid down by the Management Services Commission (MSC) to which he/she will be subject, and of which I am obliged to inform you, and also to advise you of the few administrative procedures which will be involved. The file for the trainee will be kept here in PS Division and the normal relationship between yourselves and PS Division will of course continue so that should you find anything embarrassing or burdensome we should be pleased to take it off you.
2. The Managing Agent for the Programme is Mr Dennis Morris Room ~~71C/2~~^{2/40445} telephone 233 ~~7519~~⁷²¹⁶ but for routine day to day matters, please contact Mr John Ingram Room 71/2 telephone 233 7502.
3. I wrote to Tim Flesher on 22 August enclosing a copy of MSC's distillation of the Training Programme evolved for the MPO Whitehall Scheme. The Programme is an integration of work experience, job related training and vocational training and will run for 50 weeks from ..?..... You have of course a programme of work experience and job related training arranged in the Press Office, Correspondence Section and Appointments Section. In addition ~~Department of Trade and Industry is to provide~~^{a further} 5 or 6 days training, ~~on dates of which we shall notify you,~~^{and} in which your trainee should participate, will be provided.
4. The vocational training element is being provided by the City and East London College Bunhill Row, Moorgate, and you may be interested to have a summary of its objectives and content. In the week before the trainee comes to you he/she will have a one week induction to the YTS including College "assessment and profiling".

The week following will be spent in your Office but starting on ^{On the Monday of that week the Managing Agent will be introducing the trainees to "The YTS - Its Objectives and Management", Health and Safety at Work, the position of Trade Unions; "What is a Civil Servant?" "What is the Civil Service?" and giving introductory information on the departments to which they may be allocated (except that details of your Office will not be spelled out).}

Copy
attached

Monday ...?.... the trainee will attend at the City and East London College for 33 Mondays (Bank and Public Holidays excluded) /except during the College's summer break/ to study for a Business Education Council (BEC) General Certificate in Business Studies. Broadly this course will provide vocational training and skills to enable the trainee to work effectively with other people and communicate clearly with them in speech and writing; to deal with information and interpret written and spoken English; to deal with business calculations; to provide information about businesses and their clerical procedures; to give a basic introduction to national and local government, legislation and the part played in business and commerce by government; and to give an awareness of the duties and responsibilities of a citizen in a democracy. In addition the trainee will partake in a 10 day intensive course on the use of computers and their role in business, including skills training in the use of the keyboard and the use of typewriters and micro processors for communication and data processing purposes. The College also proposes to provide a 5 day residential element at a location and of a type to be agreed and at the end of the year the trainee will participate in a study in which he/she will examine his/her local community and its general facilities and design and implement a small research project to combine all other basic and vocational skills he/she has already acquired. We shall notify you of the dates of the intensive course and residential element later. Progress at the City and East London College will be monitored by "continuous assessment" and will be reported to your office every 4-6 weeks.

5. To gain the BEC General Certificate in Business Studies the trainee will have pass an examination at the College. The Certificate will be valuable since it is not only a basic qualification for further studies but is also acceptable to the Civil Service Commission for entry, in competition with others of course, to the Clerical Assistant Grade.

6. As to the day to day aspects:

i. MONTHLY MONITORING OF PROGRESS - TRAINEES LOG BOOK

In addition to the monitoring of progress at the City and East London College by College staff, we are also required

by MSC to monitor the trainee's general progress by discussion with him/her monthly. As part of this process the trainee is to have a Log Book containing two sets of forms, a "Weekly Record" for completion by the trainee daily about the YTS Programme and a "Monthly Record of Review". I attach copies. The first part of the "Monthly Record of Review" is completed by the trainee using the daily notes he/she should have made; the second part is completed by his supervisor. The form is to be signed by both trainee and supervisor, the trainee to retain the top copy, while a copy together with a copy of the assessment form "Monthly Review of Progress" should be sent to the Managing Agent. You will of course need to retain copies for yourself.

The monthly review process is important in that the information it yields will be used in completion of the YTS Certificate the trainee will receive *and for which the Managing Agent is responsible.*

ii. ALLOWANCE AND EXCESS FARES

The trainee will ^{be paid} £25 per week in cash. He/she will pay the first £4 of weekly travelling expenses himself/herself. He/she should claim the weekly allowance and excess travelling expenses on a form of which I enclose an adequate stock and should take it on Friday mornings duly certified to Mr J Ingram Room 71/2, Government Offices, Great George Street for certification for payment and then to the Local Cashier in the same office for payment. Deductions related to £5 per day or part thereof may be made on a fair and equitable basis for unauthorised part or whole day absences or for disciplinary reasons. As set out in paragraphs 6(vi) and 6(vii) below on "Unauthorised Absences and "Discipline" any deduction will be decided by the Managing Agent.

iii. HOURS

The trainee should "work" not more than 40 hours per week excluding meal breaks. The London Civil Service 36 hours net per week will apply. No overtime hours are to be worked.

iv. HOLIDAYS

The trainee will have an allowance of 22 days a year (plus bank and public holidays) which must be taken during the Programme and the timing of which should be agreed in advance ~~with your Office~~ to fit in with the Programme. Leave not taken will not be paid for. A record of leave taken should be kept and the Managing Agent notified as it occurs.

v. TIME OFF

Reasonable time off without deduction from the weekly allowance should be given for attendance at interviews including those at Careers Offices or Job Centres for jobs or further training. This should be agreed in advance with the trainee and notified to the Managing Agent. Trainees can also apply to the Managing Agent for time off to sit public examinations but time off to study for them will not be allowed unless it positively contributes to the aims of the Programme.

vi. SICK ABSENCES

Since the trainee is to be paid in cash the computer payroll system will not be involved and notifications of sick absences and return, and enclosing a self-certificate or doctor's certificate as appropriate, should be made on the attached forms to ^{the Managing Agent.} ~~PS Branch 1~~. The Sick Absence Notification should be sent in on the first day or as soon as possible thereafter, the trainee being expected to have telephoned in that he/she was sick either to your Office or to the College which would notify your Office.

vii. UNAUTHORISED ABSENCES

A trainee absent without authority stands to lose some of the weekly training allowance and the Managing Agent should be informed immediately of any such absence and whether it was from the College (which would report it to your Office) or from your Office. Likewise part of the allowance may be lost for bad timekeeping which, unless occasional and excusable, should be reported to the Managing Agent. The Managing Agent will decide whether and what deduction should be made.

viii. DISCIPLINE

The overall responsibility for discipline rests with the Managing Agent who has an obligation to ensure that trainees are treated fairly and reasonably. While the normal rules regarding verbal and written warnings should apply you should discuss any persistent and serious failures on the part of the trainee with a view to identifying and improving weaknesses of performance or unacceptable behaviour with reference if necessary to more senior management and the Managing Agent. It is intended that there should be careful consideration of the circumstances and that the trainee be given the chance of putting his/her side of the case, accompanied, if desired, by someone of his/her choice before disciplinary action is decided. The trainee would have the right of appeal. Disciplinary action would be likely to take the form of withholding part of the weekly allowance (based on £5 per day or part thereof) and would be decided by the Managing Agent. For more serious matters, likely to result in suspension or withdrawal from the Programme, MSC would have to be consulted.

ix. GRIEVANCES

Should the trainee have a grievance or problem, or feels that he/she is being treated unfairly, he/she should raise it with you, or if it cannot be resolved, be referred to more senior management, accompanied by someone of his/her choice, if desired, or ~~both~~ ^{to the} Managing Agent. Again, the trainee may feel the Training Programme agreed with MSC is not being provided and want to discuss it with the Careers Office or MSC. The trainee has been instructed that he should approach you who should refer him to more senior management and the Managing Agent for resolution of the problem. If the trainee still wants to approach the Careers Office or MSC he/she has been instructed to inform you, senior management, and the Managing Agent of such an intention so that they may expect an approach from the Careers Office or MSC.

x. HEALTH AND SAFETY AT WORK

The trainee will be protected by the procedures established for Civil Servants and should be given particular instructions

on Health and Safety depending on the area in which he/she is engaged. I enclose a copy of a leaflet "Working Safety on the Youth Training Scheme" which I suggest might be best dealt with in your Office.

xi. GUIDANCE SUPPORT AND COUNSEL

Guidance support and counsel should be available to the trainee if the need is obvious or asked for and if it is felt that the trainee would benefit by being seen by the Managing Agent, who is accessible to the trainee at all times, the Managing Agent should be advised.

xii. WELFARE

Normal welfare arrangements should be made available.

7. Should there be anything that needs clarification or anything further you want to know I shall be pleased to help.

G F Burns
PS Division
Room 2/2 (GOGGS)
Ext 233 7216