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DMS

CABINET OFFICE

From the Minister of State

Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE

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The Rt Hon Leon Brittan QC MP
Secretary of State for Home Affairs
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28 February 1984

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Prime Minister (2)

To be aware of these studies of support services. The potential savings are large.

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29/2

Dear Leon,

EFFICIENCY STUDIES OF COMMON ACTIVITIES

I am writing to seek your help and that of copy addressees with a continuing programme of efficiency work focussed on support activities common to a number of departments.

I attach considerable importance to keeping up the momentum for better value from these types of spending. The work to date has been successful in identifying scope for savings in both manpower and costs. For example, studies of stores management have identified savings in operating costs of about £13 million, including staff reductions of about 600. Studies of messenger services have identified savings of about £12 million (1600 posts). The lessons learned from detailed studies of these and some other activities have been brought together in 'Management Guidelines' statements of best management practice. They have been promulgated widely in departments (and copies have been asked for from a wide range of commercial organisations). My officials are beginning now to audit the first guidelines by visiting departments to see how they have been received and what effect they have had.

I would like to ensure that the impetus is sustained in 1984/85. My approach is either to encourage departments to set up joint studies with MPO of the various activities, or for MPO staff to join departmental studies already planned. The areas to be covered are set out in the annex to this letter; column 4 shows where I would particularly value your co-operation. On the whole departmental co-operation with the work so far has been good but I am sure that your active support will help speed up progress and maximise the benefits being achieved.

I am copying this letter to the Prime Minister, Ministers responsible for the departments listed in the annex, and to Sir Robert Armstrong.

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LORD GOWRIE

Annex

CABINET OFFICE - MPO: MANAGEMENT AND EFFICIENCY DIVISION 2
 EFFICIENCY STUDIES OF COMMON ACTIVITIES 1984/85

1. Subjects to be covered	2. Departments where studies have been	3. Departments where studies are firmly planned	4. Departments where studies are sought	
Stocktaking	MOD (various)	Home Office	DHSS DTI GCHQ Met Officer	
Productivity Schemes	MOD (various)		Forest Commission HMSO Crown Suppliers	
Domestic Travel	Inland Revenue	Welsh Office Customs & Excise DHSS	DTI Scottish Office MSC MAFF	
Training Management	C&E ODA ECGD GCHQ Met Office Home Office Scottish Courts Service OPCS	MSC Inland Revenue	MPO (Civil Service College) DNS MAFF	
Office Services Management and Control	DHSS	D. Employment	DTI HO MAFF Inland Revenue	
Reprograhics	DTI MSC MPO	HM Treasury D. Employment	Inland Revenue Home Office DHSS MOD	
Accommodation Utilisation and Management	MSC	D. Employment	DHSS DOE MOD C&E DTI	HO DEn MAFF HMSO IR
Registries and Registry Management	DHSS DOE Law Officers Department		C&E British Council Ordnance Survey HMSO	

1. Subject to be covered	2. Departments where studies have been	3. Departments where studies are firmly planned	4. Departments where studies are sought
Implementing Office Technology Systems including information needs and strategies	MPO MOD(N) D. Energy Lord Chancellor's Department	DOE/D. Tpt	
Post			HMSO C&E Inland Revenue D. Employment
Workshops			MOD(various) DOE MAFF DTI
Stores	MOD(various) ODA DIT DOE MET Office MSC DOE(NI)	FCO MAFF DHSS DES GCHQ	Crown Suppliers MOD - PE Establishments - central stores depots