



ck no

CABINET OFFICE

From the Minister of State
Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE
Great George Street
London SW1P 3AL
Telephone 01-233 8610

16 April 1984

The Rt Hon Michael Jopling MP
Minister of Agriculture, Fisheries and Food
Whitehall Place
LONDON SW1A 2HH

nbpm
JMB
12/4

Ben Michael

Thank you for your letter of 10 April. I value your support for close collaboration between our departments on efficiency matters and I am glad of your offer to join in three of the studies I suggested. I also welcome what you say about registries and office technology systems. We will do all we can to help.

We are, in fact, still taking soundings on topics for this year's multi-department reviews. (My officials have had informal contacts with yours.) But I can assure you that we fully appreciate the need to integrate the various exercises. My people will be in touch with yours again in the next few weeks to carry the preparations forward.

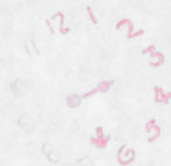
I am copying this letter to recipients of the original correspondence.

Lous,
[Signature]

LORD GOWRIE

Gost Machinery
Pt 15 Raynor

1984





MINISTRY OF AGRICULTURE, FISHERIES AND FOOD
WHITEHALL PLACE, LONDON SW1A 2HH

From the Minister

The Rt Hon The Earl of Gowrie
Minister of State
Cabinet Office
Management and Personnel Office
Great George Street
LONDON SW1P 3AL

*nbp
JMB
10/4*

10 April 1984

14
EFFICIENCY STUDIES OF COMMON ACTIVITIES

Thank you for your letter of 28 February in which you suggested that this Ministry might participate in five of the studies which you plan for 1984/85. I am of course anxious to collaborate with your officials and benefit from their central expertise. Nevertheless, the particular suggestions which you have made do not fit well with the priorities we have already established. I will explain as follows:-

(a) Domestic travel

The Efficiency Unit has separately proposed a multi department review of cash management, with particular reference in the case of MAFF to travel and subsistence. My officials will shortly be discussing with the Efficiency Unit the contribution which they can make to this review. We would also be happy to explain to your officials the arrangements we have for controlling domestic travel costs and for allocating budgets to regional and other managers. But two simultaneous review exercises in this area would be difficult to handle.

(b) Training management

We would not give this high priority at the present time, or be able to provide a special review officer ourselves.

(c) Office services, management and control

We have recently carried out inspections of our Office Services Division; copies of the resulting reports will be made available to your officials.

/(d) Accommodation

Grant Mack: Rayner Pt 15

(d) Accommodation utilization and management

Here again, the Efficiency Unit has separately suggested to several Departments that there should be a multi department review. Clearly this proposal needs to be co-ordinated with the suggestion in your letter as well as with the continuing work on the development of PRS. This is an area where a well focussed and co-ordinated multi department study could be useful; and my officials will be discussing this further with the Efficiency Unit.

(e) Workshops

I am not entirely clear what you have in mind here but, as with (b) above, we would not see it as a high priority for this Department.

So much for the studies in which you have suggested a MAFF participation. But, conversely, there are other studies in which we have a more immediate interest. I refer to:-

(a) Registries and Registry Management

We have just begun an experiment with a decentralized registry flowing from our Rayner Review of Paper Generation. We should be very happy for your officials to join with us in the conduct and evaluation of that experiment.

(b) Implementing Office Technology Systems

We are about to embark on a major office automation pilot trial covering the whole of one of our HQ Under Secretary Groups. Here again we would welcome the collaboration of your officials in the monitoring and evaluation of this trial.

To sum up; we look forward to appropriate collaboration in three of the five studies you have suggested for us; and would like to be involved in two further ones. Exactly how this should be done is best followed up, I suggest, between your officials and mine.

I am sending copies of this letter to the Prime Minister, other recipients of your letter and to Sir Robin Ibbs and Sir Robert Armstrong.

MICHAEL JOPLING

11 12
70 APR 1984