

Mr Whitmore 2 Prime Minister 4

The press notice the Treasury intends to issue about this initiative is attached. If you agree, I will participate in the first stage of this project.



FROM: Minister of State (C)  
11 February 1982

Yes MS

WMC  
11/2

PRIME MINISTER

As part of our work to promote the economic and efficient use of office technology we are proposing an exercise to identify how this technology can benefit the Private Offices of Ministers and senior officials in the Civil Service. Several features of the work of Private Offices, such as handling a lot of paper quickly, suggest that advanced technology could help.

The exercise, to be carried out by the Central Computer and Telecommunications Agency (CCTA), will look for relatively simple applications which can be implemented quickly and cost-effectively, as well as examining the scope for more complex and advanced applications.

The first stage is a questionnaire to be sent to a number of Private Offices. It has been designed to be filled in by Private Secretaries with a minimum of effort, bearing in mind the pressures on them. This will be followed in March and April with a more detailed survey of some 15 volunteer offices. CCTA officials have had preliminary discussions with some Private Offices, including William Ricketts in your own, and will be writing to Principal Establishment Officers and to all Private Secretaries concerned in the next few days with the details. The offices which we propose to cover are shown in the Annex, though this can be modified if so wished.

I believe that this study is a useful indication of the Government's commitment to the use of information technology, and we are publicising it as part of our contribution to Information Technology Year 1982 and I hope colleagues will take an interest in it.

I am copying this minute to Ministers in charge of Departments, the Minister for Information Technology, Sir Derek Rayner and Sir Robert Armstrong.

BH.

BARNEY HAYHOE



OFFICE TECHNOLOGY IN PRIVATE OFFICES  
PARTICIPANTS IN INITIAL QUESTIONNAIRE SURVEY

PS (Mr William Ricketts)/Prime Minister

Cabinet and MPO

PS/Sir Robert Armstrong  
PS/Chancellor of the Duchy of Lancaster  
PS/Mr John Cassels

HM Treasury

PS/Chancellor of the Exchequer  
PS/Chief Secretary to the Treasury  
PS/Financial Secretary to the Treasury  
PS/Economic Secretary to the Treasury  
PS/Minister of State (Commons)  
PS/Minister of State (Lords)  
PS/Sir Douglas Wass  
PS/Mr Burns  
PS/Mr Ryrie  
PS/Sir Kenneth Couzens  
PS/Sir Anthony Rawlinson  
PS/Parliamentary Secretary to the Treasury and Government Chief Whip  
PS/Chairman, HM Customs and Excise  
PS/Chairman, Board of Inland Revenue

Ministry of Agriculture, Fisheries and Food

PS/Sir Brian Hayes

Ministry of Defence

PS/Secretary of State for Defence  
PS/Minister of State for the Armed Forces  
PS/Under Secretary of State for Defence Procurement  
PS/Sir Frank Cooper

Department of Education and Science

PS/Secretary of State for Education and Science

Department of Employment

PS/Secretary of State for Employment  
PS/Minister of State for Employment  
PS/David Waddington, Parliamentary Under Secretary of State  
PS/Peter Morrison, Parliamentary Under Secretary of State  
PS/Sir Kenneth Barnes  
PS/Chairman, MSC



Department of Energy

PS/Secretary of State for Energy  
PS/Minister of State for Energy  
PS/Under Secretary of State for Energy (Mr David Mellor)  
PS/Under Secretary of State for Energy (Mr John Moore)  
PS/Sir Donald Maitland

Department of the Environment

PS/Secretary of State for the Environment  
PS/Mr Moseley

Exchequer and Audit Department

PS/Mr Downey

Foreign and Commonwealth Office

PS/Secretary of State for Foreign and Commonwealth Affairs  
PS/Sir Michael Palliser  
PS/Sir Peter Preston

Department of Health and Social Security

PS/Minister of Social Security  
PS/Joint Parliamentary Under Secretary of State (Health)  
PS/Joint Parliamentary Under Secretary of State (Health and  
Social Services)  
PS/Sir Geoffrey Otton

Home Office

PS/Secretary of State for the Home Department  
PS/Under Secretary of State for the Home Department

Department of Industry

PS/Minister of State for Information Technology  
PS/Sir Peter Carey

Law Officers Department

PS/Attorney General

Lord Chancellor's Department

PS/Lord Chancellor

Northern Ireland Office

PS/Secretary of State for Northern Ireland  
PS/Mr Woodfield



Privy Council Office

PS/Lord President of the Council

Scottish Office

PS/Secretary of State for Scotland

PS/Minister of State for Scotland

PS/Minister for Industry and Education in Scotland

PS/Sir William Fraser

Department of Trade

PS/Minister for Consumer Affairs

Department of Transport

PS/Under Secretary of State for Transport

Welsh Office

PS/Mr Hughes

11 FEB 1982



COPIES



COPIES

COPIES

COPIES

COPIES

COPIES

COPIES

COPIES

vb

*Civil Service*

15 February 1982

The Prime Minister has seen Mr. Hayhoe's minute of 11 February about the exercise to identify how office technology can benefit Private Offices. She has noted this without comment.

WFSR

Adrian Carter, Esq.  
H.M. Treasury.





10 DOWNING STREET

for Mr Ingham

This press notice will be  
issued on Friday 12/2.  
by the Treasury.

Wh

11/2



H M Treasury

Mr Rickett  
with compliments

As discussed

with Ms Com and myself.

Steve Mumby

Central Computer and Telecommunications Agency  
Riverwalk House, 157/161 Millbank, London SW1P 4RT

Telephone 01-211 } **7954**  
GTN 211 } .....: Switchboard 01-211 3000



FINAL TEXT. PRESS NOTICE BEING PRODUCED BY TREASURY  
PRESS OFFICE 14/2/82.

12 February 1982

#### OFFICE TECHNOLOGY STUDY FOR MINISTERS OFFICES LAUNCHED

At the start of Information Technology Year 1982, the Central Computer and Telecommunications Agency (CCTA) is launching a major study into how office technology can be used to make the offices of Ministers and senior civil servants more efficient. These offices have heavy workloads, large volumes of paper and tight timescales, making them ideal areas for looking at technological improvements.

The tasks in these offices range from typing and filing to briefing Ministers, and it is essential to understand how office technology can help and how it can be used effectively. A number of offices across Whitehall are to be asked to take part in a factual survey of the quantity and nature of these tasks.

This survey is intended first to identify both some simple applications which could be implemented quickly and cost-effectively and more complex applications which will need further analysis and development. Second it will provide a framework within which CCTA will be able to advise Departments in this area. Results are expected in a few months and this initial work will be developed in further stages.

The project is part of a wider programme of exploratory work by CCTA to ensure that office technology systems are introduced effectively and through which it is intended to cover the impact of office technology on all Civil Service office activities. Particular attention is being paid to the monitoring of costs and benefits and the effects on staff

and work organisation. The work is closely coordinated with the imaginative "Office of the Future" projects sponsored by the Department of Industry.

Press Office  
HM Treasury  
Parliament Street  
LONDON SW1P 3AG

Tel: 01-233 3415

NY FEB 1982

10 4 12 1  
DE 12 3  
7 6 5 4