



D. & E.D. INFORMATION

A meeting will be held at 12.15 p.m. tomorrow, Tuesday, 24th March, at the Fountains Leisure Centre, Brentford, to give details of the Department's future.

I apologise that this will overlap the lunch hour, but the restaurant will remain open until 2.30 p.m. for serving lunch.

A second meeting will be held in the main Conference Room at Avenue House at 2.45 p.m. for staff providing cover during the main meeting.

Admission to the Fountain Leisure Centre will be through the main entrance doors, using your BBC ID card.

A.R. Neale
Head of Design and Equipment Department

23rd March 1992

**DESIGN AND EQUIPMENT DEPARTMENT
REORGANISATION - MARCH 1992**

Design & Equipment Department is being reduced in numbers by some 40% and will cease to exist as such. Three parts of the present department will be retained but they will be reorganised and will operate from separate sites.

These changes reflect present reduced levels of business in all areas and take account of predicted future workloads from the department's customers. A reduction in overhead costs will result from this reorganisation, making the new operations more competitive in the internal markets.

In summary:

Corporate Purchasing and Contract Services -

Headed by Paul Bennett, they will remain at their present strength and continue to offer the current range of services. The organisation will remain the same but they will move into offices at Park Western, and will report to C.A Eng.

Development -

This new grouping of staff will be led by John Astle, and will report to CER&D. They will be located at Kingswood Warren, with the majority of staff housed in a new building.

The Development function will be separate to Research but services such as wiring, mechanical workshops and the Drawing Office will be merged with those existing in Research Department for greater efficiency and to reduce costs.

Development will consist of three sections, retaining the present expertise in radio frequency, digital audio and video, and software development work.

A small contract and test capability will exist for prototypes, and short run orders on tight timescales - which will normally result from new developments. Large volume supplies will be arranged in conjunction with commercial sources.

All the operations associated with Development will continue to be cost recovered.

Supply and Support Services -

This new organisation will report to CER&D, and will consist of the following -

The Purchasing, Supply and Stores service will be re-launched under its new registered trading name Supplylink, with the publication of the new catalogue in April. It will supply the current catalogue range of strategic items which includes cables, connectors, together with some active and passive units.

The Installation Service will continue but will be reduced in size to meet the new demands.

The Transport Vehicle Workshop operations continue unchanged.

Supply and Support Services will also assume responsibility for the administration and services at Avenue House, where the released accommodation will be offered for occupation by other users.

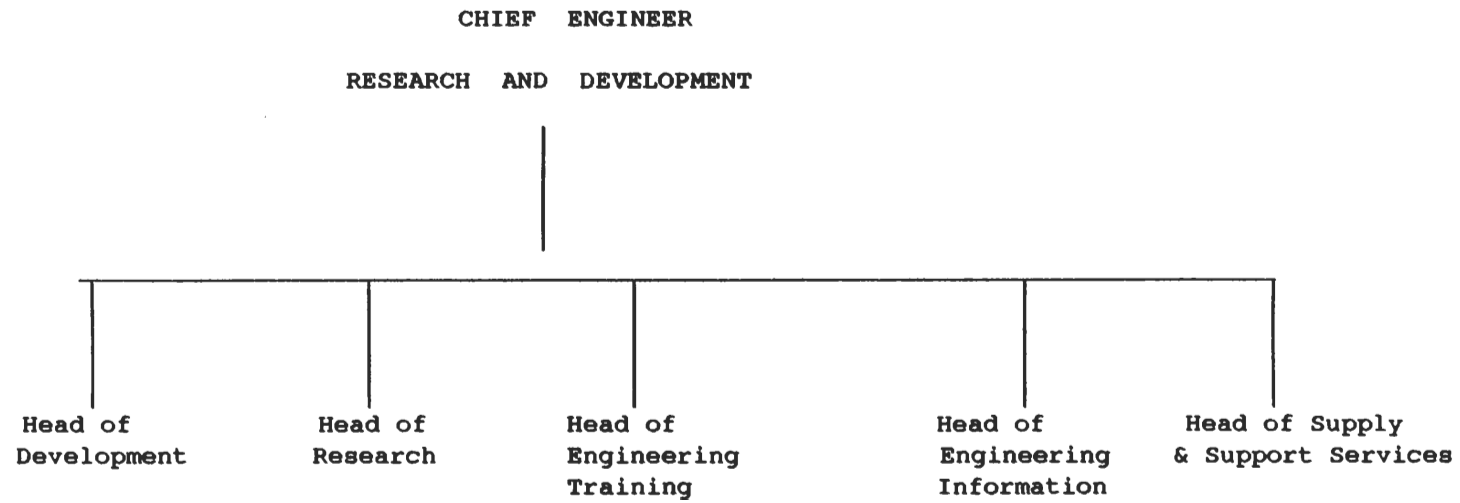
The process of reorganisation will commence immediately and is expected to be complete within the next six months, having reached the new staffing levels. Within this period the move of Corporate Purchasing and Contract Services to Park Western will take place, but establishing Development at Kingswood Warren is, of course, dependent upon completion of the new building.

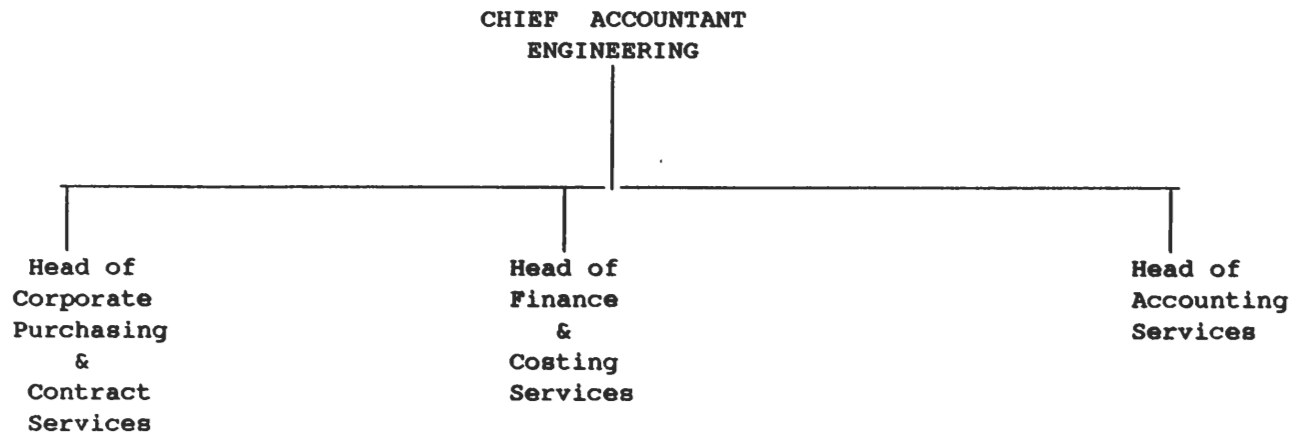
A.R. Neale
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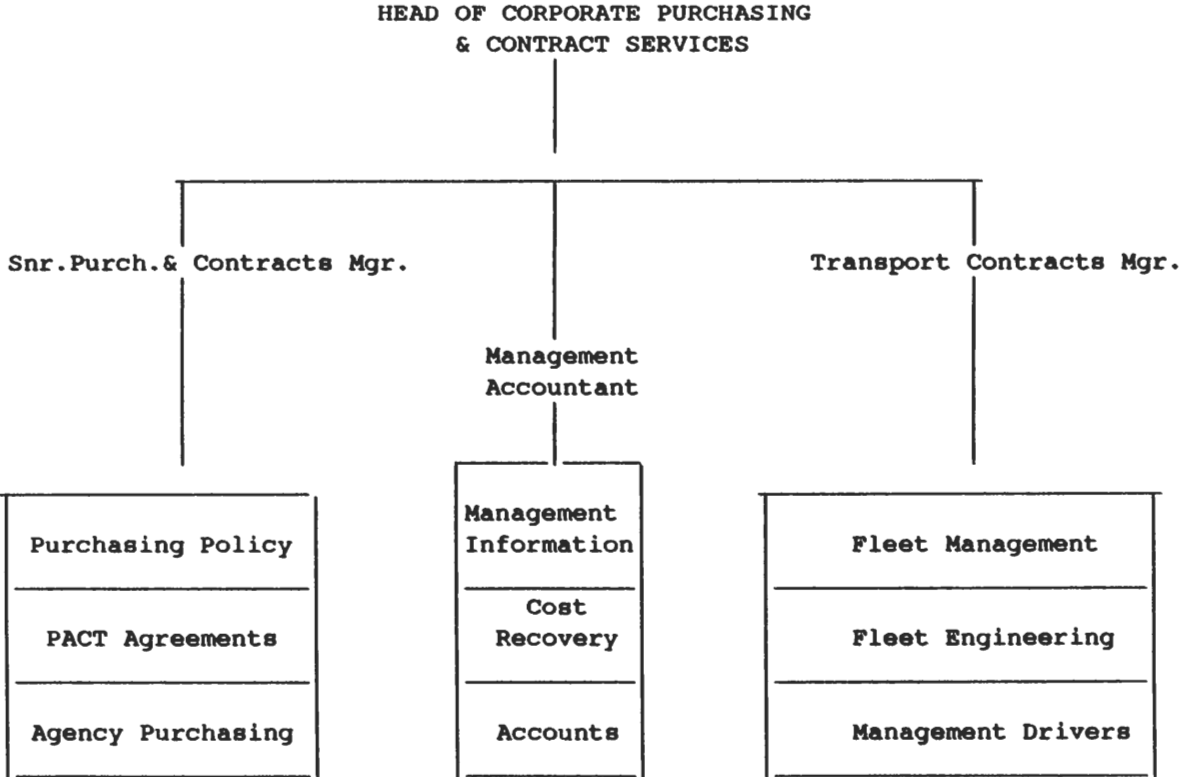
24th March 1992

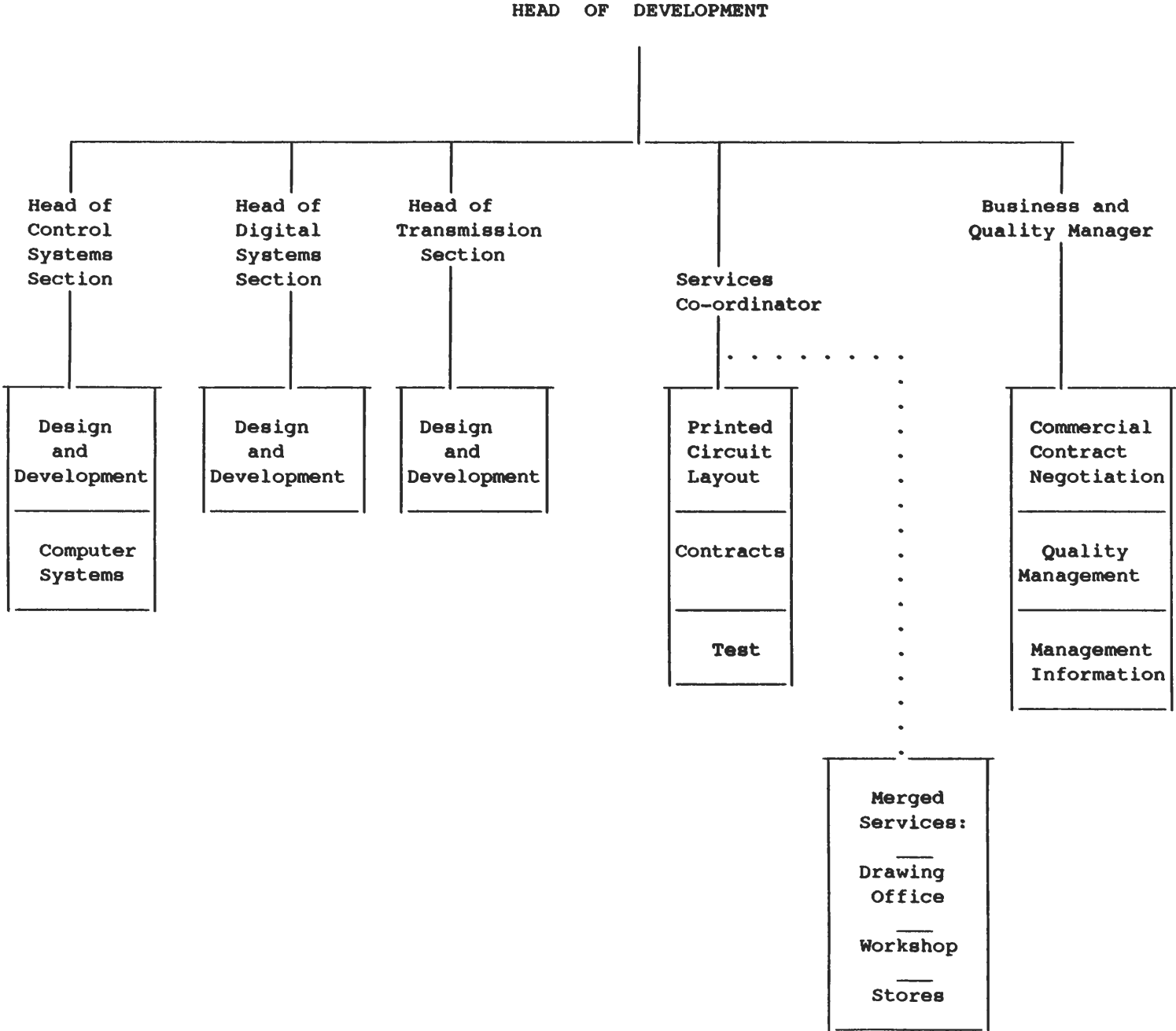
Appendix A gives the overall organisation charts.

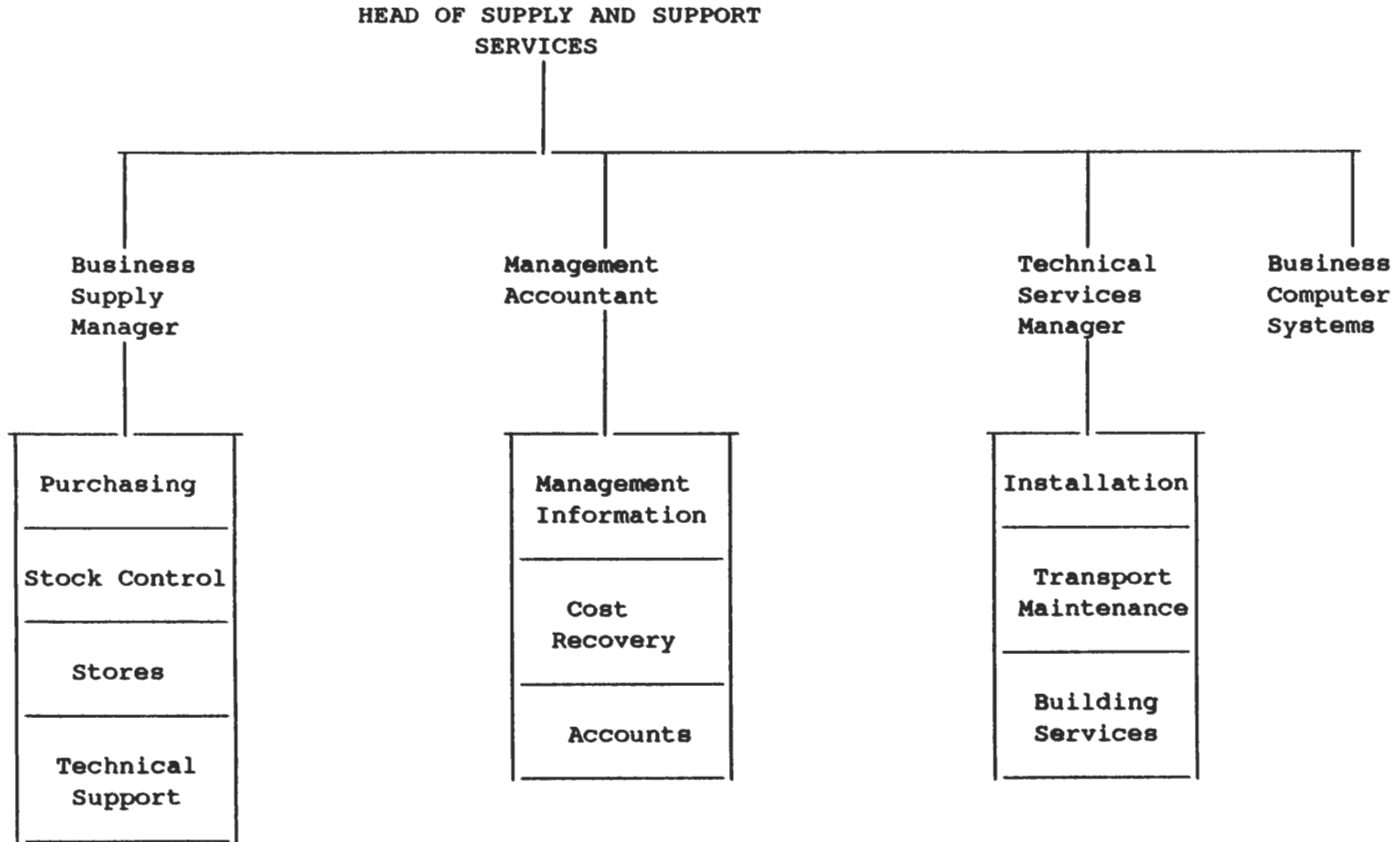
Appendix B gives full details of the post changes.

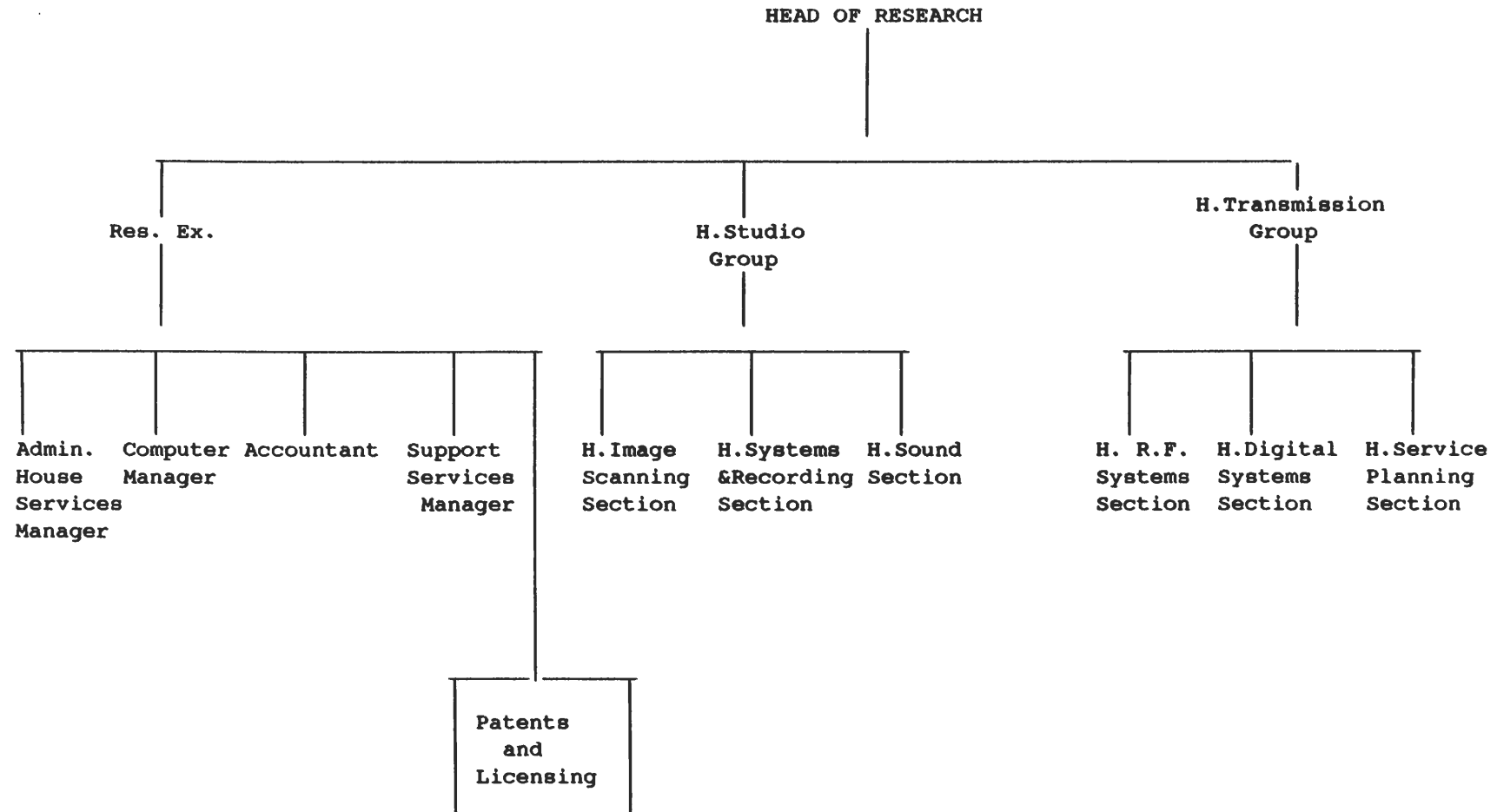












S U M M A R Y O F P O S T C H A N G E S

Posts transferring to Park Western	16
Posts transferring to Kingswood Warren	86
Posts remaining at Avenue House	80
New posts at Kingswood Warren	13
New posts at Avenue House	4
Post closures at Avenue House	121

P O S T S T R A N S F E R R I N G T O P A R K W E S T E R N

H.C.P. & C.S.G	53D	1
Sen.P.& C.Mgr.	44D	1
Corporate Purch.Mgr.	42D	1
Transport Acct.	42D	1
Asst.Purch.Mgr.	33D	1
Sen.Purch.Asst.	27D	2
Purch.Asst.	15BH	2
Clerk	1S3H	3
Secretary	1S3H	2
Clerk	1S2H	2

POSTS TRANSFERRING TO KINGSWOOD WARRENDEVELOPMENT

Head of Design Group	SPS	1
Section Heads	53D	3
Proj.Mgr.Design	51D	3
Bus.& Qual.Mgr.	51D	1
Snr.Design Engr.	45D	10
Proj.Des.Eng.	43D	6
Unit Head (Test)	42D	1
Senior Engr.(Test)	34D	2
Engr.Contracts	34D	1
CAD Manager	34D	1
Design Engineer	34D	10
Lab.Engr. (Design)	28H	7
Lab.Engr. (Test)	28H	4
Graduate Trainee	27D	3
Cont.Liaison Asst.	26H	1
PCB Assistant	25H	3
Finance Assistant	15BH	1
Secretary	1S3H	5

RESEARCH

Engineer (Patents)	36D	1
Asst.to Liaison Eng.	15H	1
Secretary	1S3H	1

Merged Services

Head Draughtsman	34D	2
Project Draughtsman	28D	3
Eng.Tech.	25H	3
Wire Shop.Supervisor	25H	1
Design Draughtsman	25H	3
Wiring Technician	16H	5
D.O.Assistant	13H	1
Clerk	1S2H	1
Tech.Storekeeper	GS5	1

<u>POSTS</u>	<u>REMAINING</u>	<u>AT</u>	<u>AVENUE</u>	<u>HOUSE</u>
Mgr.BEH & OS	43D		1	
B.C.S.Co-ord.	43D		1	
Snr.Engr.	34D		1	
Installation Mgr.	34D		1	
Stores Mgr.A.H.	34D		1	
Stores Systems Mgr.	33D		1	
Asst.Purch.Mgr.	33D		1	
Snr.Asst.	27D		1	
Asst.Stk.Cont.	27D		1	
Snr.Purch.Asst.	27D		2	
Asst.Cost Recovery	27D		1	
Installation Foreman	27H		1	
Asst.BE & HS	27H		1	
Asst.Stores Mgr.	24H		2	
Instal.Supervisor	16H		6	
Asst.Stk.Ctrl.	15BH		3	
Admin.Assistant	15BH		1	
Purch.Asst.	15BH		2	
Lab.Tech.	15H		1	
Tech.Equip.Asst.	15H		1	
Wire Mech.Inst.	14H		11	
Secretary	1S3H		4	
Clerk	1S3H		8	
Clerk	1S2H		5	
Stock Checker	1S2H		1	
Chef.Mgr.	CA5		1	
Asst.Chef	CA4		1	
Cat.Asst.PT (Ser.)	CA1		4	
Storeman Sup.	SG6		3	
Tech.Str.Keeper	GS5		9	
G.S.O.	GS4		3	

NEW POSTS AT KINGSWOOD WARRENDEVELOPMENT

Services Co-ordinator	43D*	1
Asst. Cost Recovery	27D	1
Purchasing Assist.	15H	1

RESEARCH

Snr. CAD Systems Manager	42D*	1
Admin. & Finance Asst.	27D*	1
Snr. Purch. Asst.	27D	1
Building Eng. Service Technician	17H	1
Purch. Asst.	15H	1
Stock Control Asst.	15H	1
Sec. to Support Services Mgr.	1S2H	1
Gen. Service Operator	GS4	1
Part-time Catering Asst.	CA1	2

NEW POSTS AT AVENUE HOUSE

Head of Supply & Support Services	52D*	1
Technical Services Manager	45D*	1
Sales Manager	42D*	1
Management Accountant	34D*	1

RESCALED POSTS AT KINGSWOOD WARRENRESEARCH

Support Services Manager	42D to 45D*	1
Accountant	34D to 42D*	1

RESCALED POSTS AT AVENUE HOUSE

Bus. & Supply Mgr.	43D to 45D*	1
Senior Eng. (Tech. Info.)	42D to 43D*	1

*Proposed grade

<u>POSTS TO BE CLOSED</u>			<u>VACANCIES</u>
<u>AVENUE HOUSE</u>			
H.D.& E.D.	AMP	1	
Head of Engineering Resources Group	SPS	1	
Head of Section (Design)	53D	1	
Head of Des.Facs.	51D	1	
Head of Prod.Res.	51D	1	
Snr.Design Eng.	45D	5	1
Tech.Inf.Manager	45D	1	
Fin.& Admin.Manager	45D	1	
Prod.Facs.Manager	44D	1	
Management Accountant	44D	1	
Bus.Co-ordinator	44D	1	
Snr.Unit Head	43D	1	
Proj.Des.Engineer	43D	3	
Liaison Engineer	42D	1	
D.O.Manager	42D	1	
Snr.Engineer	42D	1	
Estimator	42D	1	
Design Engineer	34D	4	
Engineer	34D	1	
Proto.Serv.Manager	34D	1	
Senior Eng.(Test)	34D	3	2
Eng.Contracts	34D	1	
Asst.Estimator	28H	1	
Lab.Engr.(Test)	28H	6	
Lab.Engr.(Design)	28H	8	4
Proj.Draughtsman	28D	4	
Graduate Trainee	27D	2	2
A.Stk.Ctl.Manager	27D	1	
Mech.Shop Supervisor	27H	1	
Eng.Tech.	25H	8	
Design Draughtsmen	25H	3	1
PCB Assistant	25H	1	
Assistant Supply	25H	1	

<u>AVENUE HOUSE</u>		<u>POSTS TO BE CLOSED</u>		<u>VACANCIES</u>
Instrument Tech.	24H	1		
Asst. (Tech. Info.)	17H	3		2
Wiring Tech.	16H	1		
Assistant	15BH	3		
Ledger Acct.	15BH	2		
Photo Technician	15H	1		
Lab. Tech.	15H	3		2
Snr. D.O. Asst.	15H	1		
Finishing S. Tech.	14H	2		
Wireman Mechanic				
Installer	14H	6		3
D.O. Assistant	13H	1		
Tester	11H	1		
Sec. to H.D. & ED	1A1H	1		
Clerk	1S3H	4		3
Clerk	1S2H	15		3
Secretary	1S2H	3		
Library Clerk	1S2H	1		
Electrician	CR3	1		
Tech. Str. Keeper	GS5	2		2
Catering Assistant	CA1	1		1
 <u>KINGSWOOD WARREN</u>				
Project Draughtsman	28D	1		
Asst. Store	14H	1		