

MODERN RECORDS CENTRE, UNIVERSITY OF WARWICK, UKWebsite: <http://www2.warwick.ac.uk/services/library/mrc/>RECORDS OF THE INDUSTRIAL SOCIETY (IS), EARLIER THE BOYS' WELFARE SOCIETY (BWS) AND THE INDUSTRIAL WELFARE SOCIETY (IWS)1917-1988CONTENTS

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Administrative history: the Boys' Welfare Society was founded in 1918 by the Reverend Robert Hyde. In 1919 it became the Industrial Welfare Society, and in 1965 the Industrial Society. In April 2002 it adopted a new business model and became the Work Foundation. The Society's principal activities were in the field of personnel management. In particular it conducted many training courses and produced a wide variety of publications. In doing so it endeavoured to avoid a partisan or anti-union approach.

System of arrangement: most of the collection was arranged by the Industrial Society, and original references have been retained where they are known.

Related material: minute books and photograph albums were retained by the Society.

CATALOGUE

	<u>'Archive files'</u>	1921-1986
	<u>Golden Jubilee of the Society in 1968</u>	1921-1968
MSS.303/AR1/A/a/1	Reunion of Duke of York Campers, 4 Jun 1968. Includes: lists of campers attending and of campers who attended camps 1921-1939; programme of Guildhall reception. 1 folder	1921-1968
MSS.303/AR7/B	Correspondence concerning publications for the golden jubilee year (1968). Henry Maxwell's history of the society; history of the Advisory Medical Committee.	Nov 1966-Aug 1968
MSS.303/AR7/C	Henry Maxwell's history of the society and his editing of Sir Robert Hyde's memoirs. Includes references to events in the history of the society.	Jul 1966-Jan 1968
MSS.303/AR7/D	Guildhall reception, 27 Mar 1968. Correspondence concerned with persons attending, including a guest list.	Dec 1967-Mar 1968
	<u>Diamond Jubilee of the Society in 1978</u>	1968-1979
MSS.303/AR1/A/a/2	Various records. Proposals to use Guildhall for celebration	1968-1977

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reception (not carried out), Oct 1974-Oct 1977.

Ideas, Oct 1974-Nov 1977. Includes: a note on the history of 48 Bryanston Square; towards a Common Purpose Programme 1978; list of directors' responsibilities.

General, Oct 1974-Dec 1977. Includes: information regarding the possible Guildhall reception; recommendations and ideas for the Jubilee Year; details of a working dinner on 7th June 1976 to discuss the Jubilee proposals; information on the "Times" supplement on the Industrial Society; minutes of meeting held on 20 Jun 1977 concerning Diamond Jubilee proposals; particulars of people whose names appear on the engraved glass panel in Peter Runge House.

General, 1977. Special project recommendations; action points from divisional directors meetings, 30 Sep, 2 Dec.

Publicity, 1968-1978. Correspondence seeking backing for a 'Times' supplement (Jun-Aug 1977); a history of the Society and the annual report (Aug 1975-Nov 1977); copy of 'Financial Times' of 28 Mar 1968: 'The Industrial Society - 50 years in the thick of it'; copy of the 'Times' supplement, 27 Jan 1978, about the Industrial Society; copy of the 'Industrial Society 1918-1978'; A special effort to achieve wider understanding of industry and commerce the Common Purpose. 5 copies of the Peter Runge House Appeal brochure, 1971.

Ideas and outline plans, Jul 1976-Apr 1978. Reports from meetings: all staff (26 Jul 1976) and executive committee (29 Sep 1976). Agenda and minutes from a meeting concerning jubilee activities (20 Jun 1977); notes on the diamond jubilee year theme: A

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Common Purpose.

Ideas and outline plans, 1977-1978.
 Actions points from divisional directors' meetings, 30 Sep and 13 Oct 1977;
 proposals for activities for staff advisory committee meeting; Industrial Society Sunday Sermon notes, 30 Apr 1978.
 1 bundle

MSS.303/AR1/A/b	<p>Various records. 1977-1978</p> <p>Main conference, 16 May 1978, and youth conference, Jul 1977-May 1978. Plans for conferences at the Albert Hall and also regional ones. Notes of a meeting held on 2 Dec 1977 on the conferences; 'Times' newscutting of the 'Youth at Work' conference, Dec 1968. Letters to the Right Honorable James Callaghan and the Prince of Wales, to speak at the conferences.</p> <p>Notes of meeting held on 30 Nov 1977 to discuss main reception. Also includes a copy of a staff circular on all events in the Jubilee Year.</p> <p>Guest lists, presentation lists for 19 Jun reception, May-Aug 1978. Also includes: memorandum concerning the reception; information on catering arrangements for the various receptions, including the Duke of York Campers Reunion on 24 May.</p> <p>Copies of guest lists for the various events. Church service and lunch, 24 May; evening receptions, 1, 5 & 19 Jun & 10 Jul.</p> <p>19 Jun reception attended by the Duke of Kent: Invitation cards; guest and staff lists with supplementary ones; programme notes; master guest lists; list of presentations to the Duke of Kent; report on diamond jubilee activities for the executive committee meeting; letters of invitation to the reception and responses. Jun-Jul 1978. 1 bundle</p>
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MSS.303/AR1/B	<p>Various records.</p> <p>Duke of York Campers' reunion and working dinner on 7 Jun 1976, Apr 1976-Mar 1979.</p> <p>Jubilee Appeal. Meetings, draft appeals, lists of possible donors, details of transfer of money from Golden Jubilee Fund to the Diamond Jubilee Appeal (Dec 1977); list of donors (actual and possible); notes of meetings on 6 Dec 1977 on possible appeals for 1978; details of appeal lunch, 7 Feb 1978; copy of the Industrial Society 1978 Diamond Jubilee Appeals, with an introduction by John Garnett. List of founder member companies; summary of recent appeal contributions (1968-1975/6); lists of possible contributors to the 1978 appeal; reasons why money was needed to campaign for the Common Purpose in the jubilee year; diamond jubilee appeals outline plan. Peter Runge House appeal 1971 also included in this file.</p> <p>Jubilee Appeal, 1978. Donors correspondence, details of meetings, briefs and publicity, notes on the Peter Runge House Mortgage Appeal, the Challenge of Industry Appeal, list of 50 donors and another 50.</p> <p>Reception at Peter Runge House, 10 Jul 1978. Guest list plus supplementary ones, and overseas guest list; also note to all guests; master guest list and memorandum to staff; list of persons invited, 1978. 1 bundle</p>	1976-1979
MSS.303/AR1/C/a	<p>Duke of York's Campers' reunion.</p> <p>Letters from the Duke of York's Campers in response to advertisements in the national newspapers, Jan 1978, and their replies to invitations to the annual church service on 24 May 1978.</p> <p>Church service and lunch on 24 May 1978,</p>	1978

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	<p>May 1978. Guest list for service and lunch, plus supplementary lists; notes on the reception of the Queen Mother; list of Duke of York's Campers attending the service arranged by camp years, plus a supplementary list; memorandum for those attending the church; lists of staff on duty at Peter Runge House; lists of persons to be presented to the Queen Mother.</p> <p>Church service and lunch on 24 May 1978, May-Oct 1978. Duke of York Campers' reunion, including two copies of 'Briefing' for Jul 1979, including pictures of the diamond jubilee receptions and the church service. Order of thanksgiving service. Also a programme of the Industrial Society conference 'Achieving a Common Purpose' held at the Grosvenor House Hotel, Park Lane, London, 17 Oct 1978. 1 bundle</p>	
MSS.303/AR1/C/b	<p>Original guest lists. Two sets of index cards of persons invited, one dated 19 Jun and the other undated. 2 bundles</p>	May-Jun 1978
MSS.303/AR1/D	<p>Receptions. Reception on 1 Jun 1978. Note on organisation for guests; guest lists and supplementary ones; original guest list; master guest list with colour coding; notes for staff concerning the arrangements; arrangements for staff helpers; index for guests.</p> <p>Reception on 5 Jun 1978 attended by the Duke of Edinburgh. Card index of guests; master guest list; memorandum for staff; lists of presentations to the Duke of Edinburgh; notes to guests; list of advisory staff attending; supplementary staff list; original guest list. 1 bundle</p>	Jun 1978
MSS.303/AR1/E	<p>Reception for staff on 6 Jul 1978.</p>	Jul 1978

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	Card index of guests; memorandum to staff on arrangements; guest lists; notes to all staff for the reception; guest lists with colour codings for the conference rooms; details of staff on duty. 1 bundle	
MSS.303/AR19/A	Diamond Jubilee Conference 'Industry Matters OK': programme and delegates list Conference held at the Institution of Electrical Engineers in Savoy Place, London WC2. Guest speaker: the Prince of Wales.	12 Dec 1978
	<u>'I'm Backing Britain' campaign</u>	1967-1979
MSS.303/AR2	Accounts. 2 account books, 2 deposit books for National Westminster Bank; 1 deposit book for a deposit account; account summaries for the following: Janfifth Limited, 1967; I'm Backing Britain Campaign Limited, 1968-1971; the Backing Britain Trust (constituted by trust deed, 5 Jun 1969), Jun 1969-Dec 1970. 1 bundle	1967-1971
MSS.303/AR2/a/1	Correspondence 1 file	1968-1974
MSS.303/AR2/a/2	Correspondence 1 folder	1968-1979
MSS.303/AR2/b/1	Executive committee minutes, Mar-May 1968, Jun 1969 1 folder	1968-1969
MSS.303/AR2/b/2	Declaration of trust 1 document	5 Jun 1969
MSS.303/AR2/b/3	Accounts 1 folder	1969-1972
MSS.303/AR2/B	Financial information. Includes: correspondence with the National Westminster Bank and Inland Revenue; agendas and minutes for meetings of the	Feb 1968-Dec 1969

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	executive committee held on 22 Mar 1968, 2 May 1968 (no minutes), 5 Jun 1969 (no agenda); certificate of registration as a business, 19 Apr 1968; communication with the Charity Commission to establish the Backing Britain Trust; notification of the directors' shares in the company, Jun 1969. 1 folder	
MSS.303/AR2/C	Receipts, invoices, details of expenditures and banking 1 folder	Jan 1968-Sep 1969
MSS.303/AR2/D	Correspondence concerning the writing up of the campaign. Includes: minutes of meetings, 5 Jun 1969, 18 Feb and 29 Jun 1970; invoices for material ordered after the end of the campaign. 1 folder	Jan 1970-Aug 1971
MSS.303/AR2/E	Accounts file. Includes: invoices for stickers and other items and also bank statements and other accounts information; minutes of a meeting of the I'm Backing Britain Campaign Limited, 27 Aug 1970. 1 folder	Feb 1970-Dec 1972
MSS.303/AR2/F	Publications master file. Includes: general outlines of the objectives of the campaign and how Britain can help; reports of meetings held at the Connaught Rooms, 25 Jul 1968, an unidentified venue, 26 Feb 1968 and Middlesbrough, 4 Apr 1968; reports on the Birmingham Visit, 28 May 1968, and a regional conference, 1968; other reports on the Backing Britain Trade Fair as part of the celebrations of the new County Borough of Teesside; a situation report, 19 Apr; draft of industry leaflet, Mar 1968; draft press release for press conference, 21 Mar 1968; report on the campaign by Sir Caspar John, Jul 1969; notes of examples of action taken by various companies.	Jan 1968-Jul 1969

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	1 folder	
MSS.303/AR2/G	<p>Donations received and requests for information.</p> <p>Also includes details of fund-raising dance at Woodford Green, Mar 19689; copy of the campaign's report for Jul-Aug 1969; notes for the Trades Union Congress general council on 'Resurgent Britain - a grassroots plan for productivity and innovation, 1968-1969; reference to work with the Olympic Appeal Fund.</p> <p>1 folder</p>	Jan 1968-Aug 1969
	<u>Peter Runge House</u>	1970-1980
MSS.303/AR3/A/1a	<p>Appeal fund.</p> <p>Information and correspondence concerning fund raising activities, including: reports and accounts of cash flow at various dates; costing of the whole scheme; correspondence on the establishment of the Peter Runge Appeal; minutes of a meeting held to consider the setting up of a Peter Runge Memorial Fund, 27 Jan 1971; agendas and minutes of meeting of the fund raising committee, 6 Jul 1971, 26 Jan and 23 Feb 1972; lists of donors and amounts donated and some correspondence with donors; plan for the appeal and the formation of the committee, Feb 1971; information on the bank account for the appeal; draft for the Peter Runge House Appeal brochure; list of guests to information parties (fund-raising events), Dec 1971.</p> <p>1 file</p>	Dec 1970-May 1975
MSS.303/AR3/A/1b	<p>Appeal fund disposal.</p> <p>Minutes of a meeting of the finance sub-committee, 27 Sep 1972; cash-flow statement, Sep 1972-Jun 1973; details of the working party to discuss the disposal of Peter Runge House Appeal income; note from its meeting, 21 Feb 1973.</p> <p>1 file</p>	Sep 1972-Feb 1973

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MSS.303/AR3/A/3a	Contractors' correspondence. Correspondence with Peter Barefoot and Associates, architects, John Laing, builders, and the Crown Commissioners on work to be carried out on Peter Runge House, including a copy of a feasibility study in connection with the accommodation of the Air Centre in 3/4 Carlton House Terrace, 25 Sep 1969; potential schedules for accommodating staff. 1 file	Jun 1970-Dec 1971
MSS.303/AR3/A/3b	Contractors' correspondence. Includes correspondence with Holloway, White and Allom, builders, Peter Barefoot and Associates, architects, Glees, quantity surveyors, and the Crown Commissioners; copy time sheets for John Laing Limited; kitchen layout plan showing fixtures; statement of fees to 31 Aug 1972. Fees of Peter Barefoot and Partners, architects: report of first maintenance inspection by Holloway, White and Allom Limited of 3/4 Carlton House Terrace, 19 Jul 1973; final account, Oct 1973. 1 file	Jan 1972-Mar 1975
MSS.303/AR3/A/5a	Finance, general. Correspondence concerning the Peter Runge House Appeal Fund; an estimated cash flow for Sep 1970; reports on the financing of additional accommodation; cash-flow chart concerning Carlton House Terrace Mortgage Scheme; cost comparisons of accommodation; minutes of a meeting of a sub-committee of the executive committee, 19 Dec 1970; financial arrangements, 1971. 1 file	Jun 1970-Dec 1971
MSS.303/AR3/A/5b	Finance, general. Correspondence on funding of renovation of Carlton House Terrace; financial statements numbers 4 (Aug 1972) and 5 (Oct 1972); estimates of cash requirements and fees;	Jan 1972-Oct 1975

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- report on financial arrangements, Sep, Oct 1972, May, Sep 1973, Mar, Jun 1974; copy time sheets of John Laing; correspondence with bank for an overdraft, 1972 and bridging facilities, 1973; Peter Barefoot and Associates' fees; copy final account, Oct 1973; summary of final fee account, Mar 1974; copy schedule of works to be completed.
1 file
- MSS.303/AR3/A/12 Lifts. Mar 1971-Nov 1978
Correspondence; price summaries to and from Peter Barefoot and Associates and Hammond and Champions Limited. Reports of examinations of the lift, 1972-1977 and repair quotations; service report, Apr 1978; notes on alterations to the speed and efficiency of the lift in 1977.
1 file
- MSS.303/AR3/B/15a Planning, general. Jun 1970-Nov 1971
Correspondence concerning planning with architects; proposed comparative running costs between Robert Hyde House and Pepperell House: report from Peter Barefoot and Associates, architects, on the feasibility of converting 3/4 Carlton House Terrace for offices and as a conference centre, Oct 1970, with a supplement, Nov 1970, and a preliminary budget estimate for the feasibility study by Gleeds, Oct 1970; draft list of office responsibility for design, Mar 1971; outline brief for the work to be carried out by consultants; preliminary description notes for conference rooms; reasons for putting both staff and conference rooms in both Robert Hyde House and Peter Runge House; amendments and revision to plans, Apr 1971; copy schedule of statutory submissions and consents; plans for first floor room layout; roof plans; small scale drawing of the complete building; report of De Groot Collis, surveyor and valuer; copy of the 'Times', "The ideal office", Sep 1971.
1 file

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|-------------------|---|-------------------|
| MSS.303/AR3/B/15b | Planning, general.
Correspondence with Barefoot and Associates and Hollway, White and Allom; location plans; notes for meetings, 2 and 21 Feb and 15 Mar 1972; culture of interior colour scheme; details on fixtures and fittings; details on the engraved panel; action points from a meeting of 15 Mar 1972; kitchen plans; plans for the new counter in the main entrance, the entrance area, ground floor, the main entrance; photographs of the outside of the building.
1 file | Dec 1971-Sep 1972 |
| MSS.303/AR3/B/15c | Planning, general.
Correspondence particularly with Peter Barefoot and Associates; list of room numbers and prospective future occupants, Oct 1972; water supply application, Nov 1972; plan of basement area showing proposed kitchen/rest room; membership department layout ideas, Dec 1972; plan of fixtures in the print room.
1 file | Oct 1972-Jun 1973 |
| MSS.303/AR3/B/16 | Quantity surveyors.
Correspondence with Gleeds, chartered quantity surveyors; breakdown of preliminary estimate of cost of renovation of Peter Runge House, mar 1971; report on alterations to existing openings and formation of new openings to requirements of the society, Jun 1971; analysis of Target Cost, Jan 1972; copy of financial statements numbers 1 (Mar 1972), 3 (May 1972) and 4 (Aug 1972).
1 file | Nov 1970-Sep 1973 |
| MSS.303/AR3/B/18 | Insurance.
Includes correspondence on fire insurance with De Groot Collis, Keith Shipton and Company (brokers) and the Crown Commissioners; details of fire insurance on Crown property and specifically for Peter Runge House. Copy of Lloyds Underwriters | Jul 1971-Jul 1973 |

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	policy, Feb 1973. 1 file	
MSS.303/AR3/C/1	'Conference Centre and Offices, The Mall, London', reprinted from the 'Architectural Review' (5 copies)	Jul 1973
MSS.303/AR3/C/1a	Accommodation, general. General correspondence; reports for executive committee meetings, 28 Jun and 25 Nov 1970; preliminary budget estimate for feasibility study - Gleeds, Oct 1970; report to the society on the feasibility of conversion by Peter Barefoot and Associates, Oct 1970; rate assessment details, 1972/3; problems with car-parking, Aug 1973; report on balconies and balustrades, Nov 1973; invitations to member firms to visit Peter Runge House, 1974; Heritage Year Awards, prepared entrance of Peter Runge House for Sep 1974.	Jun 1970-Oct 1974
MSS.303/AR3/C/2	Additional accommodation. Feasibility study and additional space and plans; also plans for mezzanine, basement and second floor developments.	Nov 1978-Jan 1979
MSS.303/AR3/C/3	Basement extensions. Correspondence with Peter Barefoot and Associates, John Laing, Holloway, White and Allom, and the Crown Estate Commissioners; report on additional work to basement, Mar 1973; copy of 'Catering Establishment - General Requirements of the City of Westminster' (Food Control Leaflet, number 3/67); fees charged; plan - alteration to the basement - shelf details to store basement plan.	Mar 1973-Jul 1976
MSS.303/AR3/C/4	Display stands for the conference rooms and reception area. Correspondence with Peter Barefoot and Associates and plans.	Jan 1978-Feb 1979
MSS.303/AR3/C/5	Alterations to membership department.	Dec 1977-Feb 1979

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	Correspondence with Peter Barefoot and Associates; summary of estimates, 2 Jun 1978; equipment and carpentry notes, Sep 1978; bills; plans.	
MSS.303/AR3/C/6	Alterations to reception. Correspondence with Peter Barefoot and Associates, invoices and plans.	Nov 1977-Mar 1979
MSS.303/AR3/C/7	Second floor partition. Correspondence with Peter Barefoot and Associates, invoices and plans.	Dec 1977-Apr 1979
MSS.303/AR3/C/8	Third floor partition. Correspondence with Peter Barefoot and Associates and plans.	Aug 1978-Mar 1979
MSS.303/AR3/C/9	Engraved panel. Plans and proposals; Correspondence with Peter Barefoot and Associates and the engravers; lists of persons to be considered worthy of mention (both staff and Council members) on the panel.	Jan 1972-Aug 1976
MSS.303/AR3/C/10	Removals to the building. Includes: correspondence with Bishop and Son's Depositories Limited and removals estimate; schedule for the move and information sheet for staff; correspondence with Space Planning Services Limited.	Jul 1972-Jan 1973
MSS.303/AR3/C/11	Removals to the building. Includes estimates from various firms; correspondence with Bishop and Son's Depositories Limited with estimate and acceptance.	Jun 1972-Feb 1973
MSS.303/AR3/D/1	Opening. Arrangements for the visit of Queen Elizabeth, the Queen Mother; correspondence for arrangements with Clarence House caterers; invitations and replies; draft guest list; draft programmes; suggested speech for the Queen Mother at the opening ceremony; copy biography of Sir Peter Runge.	Mar 1972-Jun 1973

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MSS.303/AR3/D/1a	Opening. Contains lists of guests, particulars of engraved panel, staff on duty, administrative details and publication.	1973
MSS.303/AR3/D/2	Opening. Acceptances to invitations and reply letter explaining the arrangements, arranged in alphabetical order; replies to invitations; memoranda to members of staff helping out; invitation cards; lists of guests and staff attending; order of presentation to the Queen Mother; lists of people in the three conference rooms; administrative details; particulars of the people whose names appear on the engraved panel.	Apr 1973
MSS.303/AR3/E/1	Plans. Lighting layouts of basement, upper basement, ground, first, second and third floors.	1971
MSS.303/AR3/E/2	Plans. Conference room 13-amp sockets; roof level electrical services; section through ground to roof; survey section of part basement; basement, upper basement, first, second and third floors; roof; various sections; glazed partition and miscellaneous details; full size skirting details.	1971
MSS.303/AR3/F/B	Master conversion finance file. Includes: lists of donors and non-donors to the appeal; copy of appeal brochure; plans; financial statements and information.	1971-1973
MSS.303/AR3/F/3	Alterations. Print room, 1978-1979; basement screens, 1978-1979; correspondence with Peter Barefoot and Associates; plans, invoices.	Aug 1978-Sep 1979
MSS.303/AR3/F/4	Railings and cycle bridges. Includes correspondence with Peter Barefoot and Associates, Holloway, White and Allom, and the Crown Commissioners,	Jan 1978-Jul 1979

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	with invoices and plans.	
MSS.303/AR3/F/5	Accommodation. Includes correspondence with Peter Barefoot and Associates, invoices and bills, plans.	Jul 1978-Nov 1979
MSS.303/AR3/G/1	Boilers: correspondence, contracts and information	1972-1980
MSS.303/AR3/G/2	Goods lift: correspondence, contracts and information	1972-1980
MSS.303/AR3/G/2a	Passenger lift	Mar 1979-Aug 1980
MSS.303/AR3/G/3	Clocks: correspondence	Aug 1975
MSS.303/AR3/G/4	Telephone rental: correspondence	1972-1973
	<u>Party files</u>	1970-1982
MSS.303/AR6/A	Captain Leighton-Davies 50 years on the council dinner party in the Cholmondeley Room, House of Lords, 9 Nov 1970. Correspondence, guest lists, menu and invitations.	Jun-Dec 1970
MSS.303/AR6/B	Kathleen Skelley, 50 years sherry party, 27 Jan 1971. Arrangements for a dinner party at the Durrant Hotel, 4 Jan, which was cancelled and arrangements for the sherry party in its place.	Sep 1970-Jan 1971
MSS.303/AR6/C	Audrey Jacobs 30 years sherry party, 27 Nov 1971: correspondence about cancellation	Nov 1971
MSS.303/AR6/C/a	Farewell dinner parties. For Bryan Stevens, Alan Bartlett, Allan Plastow, Donald MacDonnell, Andy Sargent, Tina Tietjen, Pat Lennon, Ed Smith and Gordon Greenwood.	Jan 1974-May 1980
MSS.303/AR6/D	Audrey Jacobs 40-year dinner	Mar 1981

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MSS.303/AR6/E	Vernon Spencer's dinner party	Mar 1981
MSS.303/AR6/F	Tucker Harvey's dinner party	Jun-Sep 1982
	<u>A charter for people at work.</u> Administrative history/biographical note: A petition organised by the Industrial Society to encourage managers, supervisors and union representatives to get the best out of their staff. The charter's official title was 'The Future of Britain - What is to be done. A Charter for the 1990s'.	
MSS.303/AR12/B/10	Copies of charter	
MSS.303/AR26	Numerous signed charters from organisations all over the United Kingdom	1985
	<u>Various</u>	
MSS.303/AR7/A	Correspondence between King Edward's Hospital Fund for London (King's Fund) and Miss E M Pepperell concerning arrangements for courses, lectures and social occasions. Also includes: King's Fund 67th annual report (for 1963); report of working party on the training of head porters; copy article from 'Hospital' on floor seals in hospital wards, 1963; report on an investigation conducted at St Peter's Hospital, Chertsey; reports on hospital furniture, PVC flooring, flexible doors, corner guards for wall protection, plastic flooring materials; inquiry into the design of hospital beadsteads; 'A guide to the Hospital Centre', 24 Nufford Place, London; programme for 'Information on Hospital Internal Communications' a 3-day course provided by the King's Fund.	Feb 1963-Jan 1971
MSS.303/AR7/E	Correspondence with Sir Robert Hyde mainly concerning arrangements for his retirement in 1951. Includes arrangements for the commemorative portrait by James Guson, the establishment of a testimonial fund to	May 1951-Dec 1953

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	pay for it, and list of visits by Sir Robert.	
MSS.303/AR7/F	Correspondence with the patron of the IWS, King George VI, concerning conferences, annual general meetings and signatures. Includes: a guest list and table plan for an IWS dinner at the Mayfair Hotel, 11 Dec 1934; information on the Harvest Camps, 1942; copies of speeches by the Duke of York at the opening of a posts pavilion at Bexhill, 1935, at the beginning of Keep Fit Week, 1935, at the annual general meeting, 20 Nov 1935, at the IWS dinner, 9 Dec 1936; other telegrams and copy telegrams.	Dec 1934-Dec 1949
MSS.303/AR7/G	Pepperell House, Carlos Place. Correspondence relating to the leasing of this property by the Industrial Society, including outlines of accommodation in Carlos Place and Robert Hyde House and the measurement of floor space.	Mar 1969-Jan 1970
MSS.303/AR7/H	Portrait of Sir Robert Hyde by James Guson . Relates to: visit of Queen Elizabeth, the Queen Mother, to present the portrait to Sir Robert; testimonial fund; painting of portrait; plaque. Includes guest lists and copies of speeches by the Queen Mother and Sir Robert.	Nov 1951-Jun 1953
MSS.303/AR7/I	Correspondence with Lady Hyde and other members of the Hyde family concerning her financial position after Sir Robert Hyde's death. Includes details of the proposal to make her a life member of the Society, her move to Kenya and her death.	Sep 1967-Apr 1972
MSS.303/AR7/J	Photocopies of letters exchanged by Sir Robert Hyde and Mr H Ketteridge reminiscing about a Duke of York's Camp held at Burnham	May-Nov 1959
MSS.303/AR7/K	John Garnett: correspondence. Includes letters from Captain Leslie Taylor,	1984-1985

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	1985, Frank Allen, general secretary of NUMA, 1984, Gordon Pasha of Khartoum, 1984, and the Reverend Michael Vasey, University of Durham, 1984.	
MSS.303/AR7/L	Miscellaneous correspondence. Includes a letter from Gerald Perry to Mr T Pitts-Fenby at the IWS.	nd
MSS.303/AR8/A	Objectives of the Society	1970-1982
MSS.303/AR8/B	Conference at Heythrop Park, 4-6 Apr 1975. Includes: programme; copy introductory paper by John Garnett; discussion papers on effective leadership by Pat Lennon, division director (industries), management/union relations by Allan Plastow, division director (industrial relations) and copy of TU Bulletin, Jan-Jul 1975, practical communication and involvement by Andy Sargent, division director (commercial) and Industrial Society Checklists numbers 2/73 on effective Leadership, 3/73 on briefing groups, 71/73 on joint consultation, conditions of employment and environment by Allan Plastow, development of young employees by Colin Minton, division director (development), campaigning work of the Industrial Society in white collar areas, public services and nationalised industries by divisional directors; summary objectives compared; summary common aim/purpose; pack containing discussion papers, map of Heythrop, notice of the conference, directory of courses; Industrial Society pamphlets on personnel advisory services, ballots and union negotiation, in-company advisory and training services, commercial/office and public service. There is also a file containing preparatory notes for the conference.	Apr 1975
MSS.303/AR8/C	Conference at Chelwood Vachery, 13-15 Jun 1969. Includes programme, addendum for group discussion, list of those attending	Jun 1969

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	introductory paper by John Garnett; discussion papers on communications in management/union relations by Tim Vidal-Hall (head of industrial relations department), conditions of work and employment by Bryan Stevens (head of information department), development of young employees by Mark Wolfson (head of youth sessions department), commercial division by Allan Bartlett (head of commercial department).	
MSS.303/AR9/A	Elizabeth Pepperell: biographical details	1952-1971
MSS.303/AR9/B	Elizabeth Pepperell: biographical details, with news cuttings. Information concerning the course 'Basic supervision for women', Jan 1971 and with appreciative letters from secretaries, 1968-1969.	1952-1971
MSS.303/AR9/C	Yeovil presentation, 28 Oct 1969. Presentation of the work of the Industrial Society organised by E M Pepperell, including correspondence, lists of firms attending (or not), member/non-member firms in south Somerset and west Dorset, non-members in the Western Region and members in Dorset/Wiltshire.	Jun-Oct 1969
MSS.303/AR9/D	Reprints of medical articles. Articles on: opening ceremonies and official visits, 1963; the hospital centre, 1963; memorandum on the supervision of nurses' health, 1963; flexible doors, 1963; medicine trolley design - report of a recent study, 1963; voluntary help in a geriatric hospital, 1963; the hospital hygiene officer, 1964; internal communications in hospital, 1964; further communications, 1974; sterilisation and disinfection techniques and equipment, 1974; control of infection committees, 1964; ward design, 1964; ward housekeepers, 1964; hospital planning and industrial building techniques, 1964; network analysis in the hospital service, 1964, the pressure to	1963-1965

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	innovate, 1965; occupational health of hospital staff, 1965; shift working - an easier way, 1965; the Ministry view, 1965; design of maternity units, 1965; brainstorming safety in hospitals, 1965; daily cleaning in the ward, 1965; hospital administration in Canada, 1965; the planning of medical records departments, 1965; nationalising supplies of equipment, 1965.	
MSS.303/AR11/A	History of the Industrial Society. Correspondence concerning the diffusion of information about the Society, including arrangements for an entry in the 'Guide to Industrial Records' prepared by the British Library of Political and Economic Science.	Feb 1970-Aug 1978
MSS.303/AR11/B	Winifred McCullough Memorial Fund	Sep 1970-Nov 1973
MSS.303/AR12/B/11	Ceremony of naming railway locomotive after the Industrial Society by Tom King, Secretary of State for Employment, at Euston Station, 16 Jul 1985. Various details of ceremony and press reports.	1985
MSS.303/AR12/B/12	Correspondence relating to the Industrial Society's charitable status. Also includes the Society's Christmas card in royal charter year.	1985
MSS.303/AR18/F	England (South Coast) Falmouth in Cornwall to Plymouth in Devon. Instructional chart showing submarine exercise areas and depths in meters. This chart is not to be used for navigation.	nd
	<u>Duke of Edinburgh study conferences</u>	1962-1980
MSS.303/AR10/1	'Who's Where 1975' (directory of members, study group secretaries and staff)	1975
MSS.303/AR10/2/A	Correspondence with auditors, Barclays Bank and the tax office concerning UK Study Conference Fund. Also includes details of the investment of	Jul 1962-Jan 1972

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	the money.	
MSS.303/AR10/2/B	Correspondence concerning donations to the appeal	Oct 1966-Oct 1971
MSS.303/AR10/2/C	Information on statement of accounts	Dec 1972-Dec 1977
MSS.303/AR10/2/D	Finance working party. Minutes and reports; minutes of a meeting held on 20 Dec 1972; report on the appeal; statement of income and expenditure.	Dec 1972-Apr 1974
MSS.303/AR10/2/E	Correspondence concerning donations to the conference fund and its registration for Value Added Tax (VAT)	Dec 1972-Jun 1973
MSS.303/AR10/2/F	Finance file: correspondence concerning the payment of donations to the conference fund and lists of amounts received from companies.	Dec 1973-Sep 1975
MSS.303/AR10/2/G	Finance file: correspondence with Barclays Bank concerning conference fund.	Jan 1975
MSS.303/AR10/2/H	Accounts of the fund	Dec 1979-Apr 1980
MSS.303/AR10/3/A	Statement of account	Jan-Dec 1979
MSS.303/AR10/3/B	Various records including correspondence about trust deed, with copy of it drawn up 8 Feb 1963	Sep 1962-Jan 1973
MSS.303/AR10/3/C	UK Fund: annual donations and covenants, statements of interest, tax claims, deed of trust, income tax refunds, dividend counterfoils, claim forms and deed of covenant certificates.	1966-1972
MSS.303/AR10/3/E	Budget, cash flow and income and expenditure accounts	Jun 1972-Mar 1974
MSS.303/AR10/3/F	Finance working party. Minutes and correspondence including an alphabetical list of donors, 1974, and information on the appeal for the 1974 conference. Meetings held on 9 Nov and 20	Nov 1972-Sep 1974

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	Dec 1972.	
MSS.303/AR10/3/G	Statement of the accounts of the UK Fund	Dec 1974-Apr 1976
MSS.303/AR10/3/H	Correspondence concerning cash held on special deposit at Barclays Bank	May 1973-Nov 1974
MSS.303/AR10/3/I	Minutes of the trustees of the UK Commonwealth study fund. With correspondence and notes, list of suggested members for a programme working party and a list of appeal donations received in 1966. Meetings held on 21 Sep 1971, 7 Jan, 27 sep and 31 Oct 1972.	Sep 1971-Dec 1972
MSS.303/AR10/4/1	Signed and audited accounts including balance sheets and income and expenditure accounts	1954-1965
MSS.303/AR10/4/2	Statements of accounts	1966-1978
MSS.303/AR10/4/F	Preparations for 1974 conference. Includes: report to the National Council of Social Service on the effect on charities of the introduction of Value Added Tax (VAT) and other changes in the law under the Finance Act 1972; suggestion paper on the structure of the conference, 1972; memorandum on study conference team movement, 1974; draft proposals for conference finances.	Aug 1972-Jul 1974
MSS.303/AR25/W	Study conference, 1974 Correspondence on various matters including the cancellation of the publication of a book on the conference, 1974-1975. Conference reports, notes, meetings and follow-up. Synopsis for proposed book on the 1974 conference entitled 'Industry and Society'. Conference proceedings (conference papers order form).	1974-1975
MSS.303/AR25/X	Commonwealth study conference, 16-27 Sep 1977 Procedure notes - communication system (how arrangements are made for the	1977

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- conferences. Memoranda. List of people attending reunion dinner at Imperial College, 16 Sep 1977.
- MSS.303/AR25/Y Commonwealth study conference, 16-27 Sep 1977. 1977
 Various memoranda. Minutes and agenda of meetings of governing committee, 13 Jul 1976 (minutes only), 16 Feb 1977, 25 May 1977 and 27 Oct 1977 (minutes only). Final report, 1 Feb 1978. Minutes of trustees meeting, 17 Oct 1977. News bulletin for conference members. 'New patterns of enterprise for a thriving society - information for sponsors and candidates'. Memorandum on union conference members and union recruitment. Discussion paper. Various correspondence. Donations to conference. Trustees short-list (with comments). Memoranda on conference recruitment, management nominations, union recruitment and community nominees.
- MSS.303/AR25/Z 5th Commonwealth study conference in Canada, 'People in an industrial society', 17 May-7 Jun 1980. 1962-1980
 Newsletter. Organisation report. Correspondence. Conference follow-up. Conference members. Proposed programme for Duke of Edinburgh's Commonwealth Study Group, South and North Humberside, 11-14 Nov. Prince Philip's speech at the conference, Calgary, 20 May 1980. Possible arrangements for holding 6th conference in Australia, Australian Advisory Committee. Report to the trustees, Canada, 21 Jul 1980. Memorandum to members of previous conferences, Dec 1978 and May 1979. Trades Union Congress correspondence. List of participants from the United Kingdom invited to attend the conference, Apr 1980. Debriefing of United Kingdom members who attended the conference. News release, 9 Apr 1980. Details of meetings. Agenda and

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	minutes of trustees meeting, 24 Mar 1980. 1977 follow-up activities in the United Kingdom. Pre-departure briefing and travel arrangements, 24 Mar 1980. Details of reception by the Canadian High Commissioner, 14 May 1980. Conference budget, 24 Mar 1980. 'Who's where 1980-1', 24 Mar 1980. Office of the trustees information sheets: progress reports from meetings, 1979; Stoke-on-Trent Study Group follow-up, 26-28 Oct 1979; Canada 13 May-6 Jun 1962, Commonwealth conferences, general; supporters clubs in Canada; organisation of the 1962 conference; newsletter, 1980; estimates of trustees' expenditure; minutes of trustees meeting, 9 Oct 1978; agenda of trustees meeting, 8 an 1979; statement of United Kingdom fund income and expenditure.	
	<u><i>The IS Royal charter</i></u>	1984-1986
MSS.303/AR12/A	Letters and telegrams from companies in response to news of the presentation of the charter, with replies by John Garnett	1985
MSS.303/AR12/B/1	Presentation of armorial bearings to the Industrial Society at the Stock Exchange by the Duke of Kent, 30 Sep 1985: correspondence, the Duke's speech, guest list and court circular	1985
MSS.303/AR12/B/2	The Queen's authorisation of the royal charter to the Industrial Society: correspondence including letter relating to the heraldic details of the Coat of Arms	1985
MSS.303/AR12/B/3	The Queen's visit to the Industrial Society, 20 Feb 1985: correspondence between Buckingham Palace and the Industrial Society, 1985 Also includes copy of letter from Prince Albert in 1933.	1933-1985
MSS.303/AR12/B/4	The Queen's visit to the Industrial Society, 20 Feb 1985: draft outlines and copy of	1985

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	actual speech. Also includes letter relating to Prince Philip's exact status with the Industrial Society.	
MSS.303/AR12/B/5	Meetings, Dec 1984-Feb 1985: various details of royal visit; plans and estimated costs for the year	1984-1985
MSS.303/AR12/B/6	The Queen's visit. Programme; guests and staff to be presented; procedure for service of tea; party arrangements for the evening of 20 Feb 1985; introductions to staff; court circular.	1985
MSS.303/AR12/B/7	'The Times' special report on the Industrial Society: editorial content and proposals; copy of report, 20 Feb 1985	1985
MSS.303/AR12/B/8	Correspondence regarding painting to celebrate the Queen's visit by Leonard Rosoman to be unveiled by the Queen Mother, 24 Jul 1986. Details of who should be included in the painting; two photographs of paintings in acrylic on canvas by Rosoman (one a portrait of Dr Wendy Baron, exhibited in the Fine Art Society, and the other of Lord Esher, exhibited in the Royal College of Art	1985-1986
MSS.303/AR12/B/9	Dinners and parties: correspondence. Includes David Plastow (host of charter dinner 21 Oct 1985) guest list. Charter dinners at Ipswich on 12 Jun 1985 and Winchester on 13 Jun 1985.	1985
MSS.303/AR12/C	Various records. Summary of talk given to members of the Chartered Institute of Secretaries trade association and professional institution group by D A Arnold, deputy secretary, Royal Institute of Chemistry, 19 Oct 1967; various correspondence regarding seeking of a royal charter by the IS, 1976-1982, including with Allen and Overy, solicitors, and the Charity Commission; memoranda	1967-1982

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- within the IS regarding the proposal of the royal charter; notice of extraordinary general meeting of the IS on 15 Nov 1982 to approved proposed charter, 22 Oct 1982; memorandum from John Garnet to the executive committee regarding proposed application for charter (2 copies), 30 Sep 1981. IS charter and bye-laws, first, second and third drafts, 4 Jan, 22 Apr 1982, and 2 Jun 1982; IS petition, first, second, third and fourth drafts, 18 Feb, 22 Mar, 3 Jun and 6 May 1982
- [**Coppenacre Enquiry.**](#) 1973
Administrative history/biographical note: Enquiry into proposed closure of Royal Navy Store Depot at Coppenacre, Wiltshire, initiated by the Bishop of Bristol and held at Corsham Town Hall, 2-3 Aug 1973. The members of the panel were: Frank Cousins, former general secretary of the Transport and General Workers Union, John Garnett, director of the IS, Derek Whitcroft of Ashridge Management College.
- MSS.303/AR13/A Report (5 copies). 1973
Part 1: introductory, origins, procedure, impression. Part 2: arguments for or against closure. Part 3: recommendations.
- MSS.303/AR13/B Correspondence; redundancy payments 1973
- [**Proposed closure of the British Rail Engineering Limited \(BREL\) workshops in Swindon, Wiltshire**](#) 1984-1986
- MSS.303/AR14/A Works brochures, including details of works history and 150th anniversary booklet
- MSS.303/AR14/B Various records. 1984-1986
Department of Health and Social Security, Griffiths Report - health authorities to identify general managers, 4 Jun 1984; notes on the proposed closure; Rail Works Defence Campaign bulletin, number 3, Nov 1985; programme for the independent

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inquiry, 20 Dec 1985; press release, British Railways Board concerning BREL's share of £34 million contracts for rolling stock, 25 Oct 1985; news release from IS on the independent inquiry, 5 Dec 1985; background notes for inquiry panel members and letter by the Diocese and District of Bristol Social and Industrial Ministry, 13 Dec 1985. Poster advertising the date of the independent inquiry, 20 Dec 1985; written statement for presentation to the inquiry by the Trades Union Congress South-West Regional Council, 17 Dec 1985; correspondence to the Rev G Potter, Community Development Office, Swindon (3 copies); IS news release, Bishop of Malmesbury's report attacks British Rail bosses for inconsiderate and inconsistent management of rail works closure, 22 Jan 1986.

MSS.303/AR14/C	<p>Reports presented to the independent enquiry.</p> <p>John Jackson, member of the Great Western Society; 'The economics of the Swindon closure', submission from the Works Committee representative, 20 Dec; 'The future of the Swindon workshops: an alternative vision', submission from the Works Committee representative, 20 Dec; Swindon Rail Works Defence Committee submission, Dec (2 copies); TASS submission, 20 Dec; evidence from Thamesdown Borough Council given by D M Kent, Chief Executive, and C H Firth, Corporate Planner (2 copies), 18 Dec. BREL works, Swindon - economic consequences of closure (from corporate planning unit at Thamesdown Borough Council to the chairman and members of the policy and resources committee), 30 May; statement submitted by Gaye Johnston, prospective parliamentary candidate, Swindon Constituency Labour Party, Dec.</p>	1985
MSS.303/AR14/D	Various records.	1985

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Details of the BREL JCC meeting held at the Great Northern Hotel, Kings Cross on 29 May, at which the BREL board confirmed the decision to close the Swindon works on 31 Mar 1986, (document dated 3 Jun); document from BREL management staff representatives discussing their opinions of the closure, 18 Jun; 'Join the fight to defend rail workshops', leaflet issued by the Swindon Rail Works Defence Committee; interviews with the personnel of BREL, Mr Alan Dunkley, discussing the closure of the works; details of the scheme to be run by BREL to enable redundant workers to find alternative employment within the Swindon area (2 copies); memorandum from Matthew Butler to John Garnett with details of the proposed programme for the Swindon enquiry (timetable for afternoon session), 6 Dec. Notes of meeting at the Civic Offices, Swindon regarding the independent inquiry, 14 Nov 1985 (present: Matthew Butler of the IS, Graham Humphries chair of works committee, Graham Potter, industrial chaplain, Bobbie Norris and Denise Green of Thamesdown Borough Council); memorandum from Matthew Butler to John Garnett regarding the 'Sunday Times' survey of the attitude of shop floor workers to management, communication and employment trends, 18 Dec 1985.

MSS.303/AR14/E

Correspondence.

1985-1986

1985 correspondents include: Lord Scanlon; Douglas Strachan, director of PRONED; J Palette, managing director of British Railways Board; Peter Firth, Bishop of Malmesbury; Alan Dunkley, personnel director of BREL; Graham Humphries, chairman of BREL joint works committee; Simon Coombes, Member of Parliament; Sir Robert Reid, British Railways Board; Bobbie Norris, Rail Works Defence Committee; Harold Taylor, works manager, BREL; Andy Dodds, area secretary of the National Union of Railwaymen; Alex Ferry, Confederation of

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	<p>Shipbuilding and Engineering Unions; James Dalgleish, British Transport Officers Guild; various letters between Matthew Butler and John Garnett. 1986 correspondents include: Sir Robert Reid, British Railways Board; Steve Shaughnessy, Rail Works Defence Campaign; Andy Dodds, area secretary of the National Union of Railwaymen; David Layton, Incomes Data Services; Simon Coombes, Member of Parliament; David Kent, Thamesdown Borough Council; Peter Firth, Bishop of Malmesbury; Alan Dunkley, personnel director of BREL.</p>	
MSS.303/AR14/F	<p>Press coverage. BREL employee communication; Central Television; 'Swindon Evening News'; 'Financial Weekly'; 'Financial Times'; 'Church Times'; 'The Guardian'; 'Daily Telegraph'; BBC Radio 4 'Today' programme.</p>	1985-1986
MSS.303/AR14/G	<p>Report of independent enquiry, 'The agony and the challenge of change'</p>	Dec 1985
	<p><u>Challenge of Industry conferences for sixth-form pupils of secondary schools</u></p>	1976-1982
MSS.303/AR15/A	<p>General information. Brochures, information sheet for delegates, Why we need you to group advise on a Challenge of Industry checklist, Why industry matters to students, Check list for education to promote schools/industry link, Funding Challenge of Industry - Challenge of Industry Funds appeal; Follow-up notes, notes for the chairman of a Challenge of Industry conference.</p>	1976-1982
MSS.303/AR15/B	<p>Various records. Conference at Mount Grace School, Potters Bar, 8-9 Dec 1976; various conferences, 1978 and 1981; understanding industry - details of course - a guide for 5th and 6th formers; Masters Discussion Group;</p>	1976-1982

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	conference at Harrow School, 29-30 Nov 1982, full details; conference at Gordonstoun School, Elgin, 11-12 Nov 1982; Neville Russell Conference, Solihull.	
MSS.303/AR15/C	Various records. Schools which had held conferences up to Feb 1978; companies which had contributed, Feb 1976; Student IS chairman's list, Jun 1981; Challenge of Industry and Common Purpose contacts, Jul 1981; Work Experience Programme (Youth Development Department in Leeds); twinning projects; various correspondence.	1976-1981
MSS.303/AR15/D	Notes for a speech by the Prime Minister, James Callaghan, at the National Union of Teachers careers convention at Quinton Kynaston School, St John's Wood, London NW8	27 Oct 1977
	<u>The Common Purpose Campaign</u>	1978-1986
MSS.303/AR15/E	Various records What the Common Purpose has achieved Jan 1978-Dec 1980 (Feb 1981). Campaign to influence companies to take practical action on youth employment, Nov 1981. How Common Purpose would influence the nation in a further two years at a cost of £50,000 each year, Feb 1981. Youth Training, 1983. Challenge of Industry conferences, Jun-Dec 1983. Challenge of Industry conferences achievement sheet, Jul 1983. Pamphlet, One front door for education and industry, undated; Education for Industrial society. News release, New school societies for tomorrow's bosses, 16 Dec 1986. Graduate Industrial Society first national conference, 15-16 Nov 1986.	1978-1986
MSS.303/AR15/E	Various records. News release, Graduate recruits run away from Noddy, 3 Nov 1986. SIS annual conference delegates list, 1986.	1986

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Administrative history/biographical note: The members of the court of enquiry appointed by the Secretary of State for Employment were Lord Wilberforce, John Garnett of the IS and Professor Lawrence Hunter.

MSS.303/AR16/A	Various records. Department of Employment press notice, 11 Feb 1972; Office of Manpower Economics background paper and addendum, Feb 1972; Office of Manpower Economics, Productivity and wage structure and the NPLA; appointment of court of enquiry and rules of procedure; minutes of proceedings, 15 Feb 1972; Confederation of British Industry (CBI) evidence. The Board for Social Responsibility, 'What are the facts of the miners' claim', Industrial Notes number 66, 21 Jan 1972; coal enquiry - levels of overtime; questions raised by court members.	1972
MSS.303/AR16/B	National Coal Board's submission on miners' wage claim of Nov 1971	1972
MSS.303/AR16/C	The National Union of Mineworkers' evidence	Feb 1972
MSS.303/AR16/D	Pay Average weekly earnings - manual workers: pay offers and pay negotiations by the National Coal Board. Report on pay by Edwin Hutchinson, c1972 (history of pay settlements in the mining industry). National power-loading agreements, 1966: Her Majesty's Stationery Office publications: Manpower and Pay. Structure of the industry and labour force. National Coal Board report and accounts, 1970-1971 (2 copies).	1966-1972
MSS.303/AR16/D	d	1966-1972
MSS.303/AR16/E	The Wilberforce Report, (presented to	1972-1974

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	Parliament, Feb 1972) Report; minimum rates claimed, offered and recommended; humorous article entitled 'The night Wilber forced a settlement', undated and unsigned; proposals for National Interest Awards for miners, 1974.	
MSS.303/AR16/F	Various correspondence	1972
MSS.303/AR16/G	Press coverage. Includes: article entitled 'the lessons of Wilberforce' by John Torode, 'New Statesman', 25 Feb 1972; articles in the 'Sunday Times', 'Times', 'Daily Telegraph', 'Observer', 'Financial Times', 'East Anglian Times'; article by Alan Watkins entitled 'A view from Church House, 18 Feb 1972; article in French on John Garnett of the IS, 'Uniapac International Magazine', 1972; various newscuttings from the Office of Manpower Economics	1972
	<u>Coal miners' strike of 1984-1985 and related matters</u>	1972-1985
MSS.303/AR17/A	Miners' pay. Information from the statistical section of the House of Commons Library, 30 Dec 1977. Miners' pay claim: various pay tables, and press cuttings on possible pay disputes.	1977
MSS.303/AR17/B	Press cuttings	1984-1985
MSS.303/AR17/C	Various records. Includes: guide to negotiating and disputes procedures; report of the Wilberforce Enquiry, 1972; IS July and October Briefings, 1984; special issue of 'The Miner', journal of the National Union of Mineworkers (NUM), 21 Sep 1984; IS press release, 'Miners' strike is warning to managers in West Midlands, says IS director, 9 Oct 1984; letter from National Coal Board (NCB) to all mineworkers to encourage them not to continue striking, Jun 1984; Team Briefing for the NCB, May 1985; report of visit to	1972-1985

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Green Park, Edinburgh, 1985; memoranda regarding the introduction of team briefing at the NCB, 1985; correspondence from Peter Heathfield of the NUM to John Garnett of the IS, 19 Mar 1985. Article on Ken Moses, NCB area director for North Derbyshire; NCB Staff College, The Vache, Chalfont St Giles, speakers, John Garnett and Bill Simpson; law report on the strike; National Association of Colliery Overmen, Deputies and Shotfirers (NACODS) agreement; various telex information on the strike; NCB North Derbyshire area team briefing; NCB 'Plan for Coal' booklet; 'Coal for the future - progress with the plan for coal and prospects to the year 2000'.

[Arbitration tribunal on the road haulage dispute in the South-West Division](#)

1978-1979

Administrative history/biographical note: The tribunal sat in Bristol on 29 Jan 1979. John Garnett of the IS was the independent arbitrator.

MSS.303/AR18/A

Various records

1978-1979

Department of Transport: 'A new guide to goods vehicle drivers' hours', Aug 1978; Road Haulage Association, 'Vehicle replacement costs - the effect of inflation', 1978; Price Commission: 'The road haulage industry', 24 Oct 1974; press reports on the dispute, with pay tables, 1978; Western Area Joint Industrial Council for the Road Haulage (Hire or Reward) Industry memorandum of agreement, 2 Oct 1978 and constitution; Road Haulage Association Limited survey on the movement of prices; employers' wage offer and rates (includes Howard Tenens Transport Limited, Woodward's Transport, Groves Transport and Avalon Furniture). Press cuttings, 1978-1979; correspondence including letters to and from the Transport and General Workers Union (TGWU), 1978-1979; Western Area Joint Industrial Council for the Road Haulage (Hire or Reward)

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Industry terms of reference, 29 Jan 1979; list of arbitration tribunal members, 29 Jan 1979; evidence received from the employers side; notes from John Garnett, statement of case presented by the TGWU. Report of the arbitration carried out on behalf of the Western Area Joint Industrial Council for the Road Haulage (Hire or Reward) Industry. Arbitration members: John Garnett of the IS, Frank Cousins, former general secretary of the Transport and General Workers Union, Geoffrey Jones, partner at Cartwright, solicitors of Bristol. Conclusion of tribunal, 1979. Various letters of resignation from the IS of member companies displeased at John Garnett's decision as arbitrator.

IS computerisation

1982-1984

MSS.303/AR18/B

Various records. Discussion paper on the Microspec computer in the IS Leeds office, 24 Sep 1982. Notes and action points from the director's planning meeting, the Royal society, 5-6 Oct 1983. Memorandum on decision on data processing equipment for the IS for 1984-1987, 21 Dec 1983. IS computer procedure notes (the sort of data required for the computer records), 1984. IS computer training course, 30 Jul-3 Aug 1984. Business cards of Dimond Computing Limited. Expenditure budget for new computer hardware and existing hardware, 1984. The IS accountability chart (computer team at London base), 18 Jul 1984. Memoranda including one on the names of possible project leaders. Correspondence and John Garnett's notes. Preparation needed by central, eastern and Scotland regions before the computers arrive. The Society's future with information technology. Micros for managers course notes. Use of word processors and computers (selected list of membership records used as examples), Nov 1985. Computer position statement, Feb 1984. IS

1982-1984

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use of computers and word processors, Feb 1984. Computer - ways in which it will help. Notes on conversation with Infospec about the computer, 19 Jun 1984. Leeds meeting about the computer, 15 Feb 1984. Word processing ideas Society-wide consultation held at the conference room, IS northern region office, 10 May 1984. Minutes of meeting held on 25 Jan 1984 to discuss data processing equipment.

[Group 20 Foundation Limited, Task Force North and the Enterprise Generation](#)

MSS.303/AR18/C	<p>Various records.</p> <p>Group 20 Foundation Limited: 'Re-cycling the redundant executive - a natural resource', 1 Jul 1976; memorandum and articles of association; press cuttings; foundation, organisation and operation; 'From concept to fact', discussion paper to promote the concept of self-help amongst redundant executives, 1 Feb 1977; 'Entrepreneurs extraordinary', discussion paper to convey the progress made by Group 20, Apr 1977; synopsis of company purpose - its needs and status. Inaugural meeting of council, 19 Sep 1977; press release, 5 Jul 1977; origins, activities and future role, Sep 1978; accounts, 1978; meetings of council and extraordinary general meeting at Peter Runge House, 10 Dec 1979;</p>	1976-1979
MSS.303/AR18/D	<p>Various records.</p> <p>The Enterprise Generation Limited: summary corporate plans for 12-month pilot programme (Task Force North), 1979-1980; draft brochure, 5 Mar 1979; Enterprise Generation North-West (Pilot) Fund Limited draft prospectus, 27 Feb 1979; Cumbria branch progress report for month 3 pilot period to 31 Jan 1980; briefing document for lunch at Carlton Club, London; Task Force North Trust brochure. Group 20 Foundation</p>	1979-1980

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	Limited: resolutions required, plan for a new structure and modus operandi.	
MSS.303/AR18/E	<p>Various records.</p> <p>Group 20 Foundation Limited: Group 20 Initiative, 1977. Minutes and agenda of the 1st meeting of the council, 21 Nov 1977; Group 20 - the way ahead, 1977; minutes of the informal meeting of subscribers and supporters held at the IS, 19 Sep 1977; governing body as at 25 Aug and 5 Sep 1977; delegates attending meeting on 11 Jul 1977; form of consent, 11, 13 & 15 Jul 1977; correspondence to various companies encouraging them to help the project; projects in progress; agenda and minutes of 2nd meeting of council, 13 Feb 1978; agenda of 3rd meeting of council, 20 Mar 1978; cash flow and projection to foundation year end 31 Oct 1978; original budget dated Jul 1977 and projection for financial year, 1978-9; annual general meeting agenda, 30 Apr 1979; minutes of 9th meeting of council, 9 Apr 1979.</p> <p><u>Overseas visits mainly by John Garnett, director of IS.</u></p>	1977-1979
MSS.303/AR19/C	<p>Visit to the United States of America in 1969.</p> <p>Article by Garnett in the IS Journal, Apr 1969; details of visits to San Francisco, Chicago, Detroit, New York and Washington, Feb 1969; list of American contacts and their addresses; contacts made by Garnett in America; diary of visit, 6-24 Feb 1969; membership list of Anglo-American conference on the role of government in industrial relations, 14-17 Jun 1968.</p>	1968-1969
MSS.303/AR19/D/a	<p>Visit to Australia in 1983 at the invitation of Enterprise Australia Limited.</p> <p>Correspondence including telegrams.</p>	1983-1984
MSS.303/AR19/D/b	<p>Visit to Australia in 1983 at the invitation of</p>	1983-1984

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	Enterprise Australia Limited. Contact telephone numbers; luncheon and dinner guest lists; timetables and programmes of events; list of company contacts and addresses in Australia; visiting cards.	
MSS.303/AR19/D/c	Visit to Australia in 1983 at the invitation of Enterprise Australia Limited. Enterprise Australia publication 'The capitalist crisis - meeting the challenge'; press coverage in 'NT News', 20 Aug, Confederation of Australian Industry News, Jun/Jul vol 6 no 3, 'The Australian', 15 Aug, 'The Age', 19 Aug, 'Rydge's', Aug, 'Manufacturer's Bulletin', 8 Jul, Sydney Chamber of Commerce Business Bulletin, Jul; details of points that Mr John Garnett might like to consider in relation to media interviews in Australia; pamphlet on the seminar/luncheon, 'Towards industrial unity - some realistic answers', Sydney 16 Aug, Melbourne, 17 Aug, Brisbane, 18 Aug.	1983
MSS.303/AR19/D/d	Visit to Australia with the theme 'winning commitment to work', 13-26 Oct 1979. Correspondence.	1979-1980
MSS.303/AR19/D/e	Visit to Australia with the theme 'winning commitment to work', 13-26 Oct 1979. Itineraries; IS publications and leaflets taken on visit; Enterprise Australia programme; useful points and general background information; Australian contact names, addresses and companies; notes on speeches to be made by Garnett in the 5 state capitals, 15-26 Oct; brief for Garnett by the Australian Institute of Management in Victoria, pamphlet on the seminar and other details.	1979
MSS.303/AR19/D/f	Visit to Australia with the theme 'winning commitment to work', 13-26 Oct 1979. Enterprise Australia publicity brochure 'Into the Eighties'; Enterprise Australia newsletters, May and Oct 1978; Enterprise	1978-1979

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- Australia 'Frank Talk' (published articles and interviews with Frank Chapple, British trade union leader, in Australia, Nov 1978); pamphlet on talk by Chapple 'Trade unions today and tomorrow'; 'Reader's Digest article, 'What do you think' (Enterprise Australia); articles in 'Hobart Mercury' and 'The Bulletin', 4 and 15 Aug 1978; news release from the IS, 11 Oct 1979; suggested questions for interview, 19 Oct 1979.
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| MSS.303/AR19/D/g | <p>Visit to Australia with the theme 'winning commitment to work', 13-26 Oct 1979. BOMA 2nd national congress at the Lakeside International Hotel, Canberra, 16-18 Sep, 'Improving the bottom line': talk on tax and the building owner by E S Owens. Electrical Development Association of New South Wales 6th South Pacific Electrical Convention, Wentworth Hotel, Sydney, 24 Sep: 'Economic aspects of threshold 2000' by E S Owens. Australian Federation of Construction Contractors conference, Perth, 'Success strategies', 2-5 Oct: 'Adequate financial backup: how to get it' by E S Owens. International Iron and Steel Institute 13th conference, Wentworth Hotel, Sydney, 14-17 Oct: 'The future of industrial capitalism' by E S Owens. Visit/interview reports: Commonwealth Banking Corporation (Sydney), 24 Aug, Morgan Crucible co Ltd, 30 Aug, Liberal Party of Australia, 9 Jan. Also includes details of visits by Australian guests of the IS to the Central Office of information and the IS (these guests being Australian Liberal Party members).</p> | 1979 |
| MSS.303/AR19/E/a | <p>Visit to New Zealand at the invitation of Enterprise New Zealand, Sep 1983. Correspondence including telegrams and visit cards.</p> | 1983-1984 |
| MSS.303/AR19/E/b | <p>Visit to New Zealand at the invitation of Enterprise New Zealand, Sep 1983. Assembly of Business programme, Aug</p> | 1983-1984 |

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	1983; contacts and their addresses; report of Reg Penson's stay in New Zealand May-30 Jun 1984; address by Garnett, 'The way ahead in an industrial society (one of a series of addresses given at the Assembly of Business held in Wellington, 22 and 24 Aug, also programme of speakers). Press coverage of Enterprise New Zealand: 'The path to better business' by William Gasson, 'Better Business', Sep 1983, 'Team briefing concept helps companies succeed', 'Wellington Evening Post', 30 May 1984.	
MSS.303/AR20/A	Visit to Switzerland to attend the International Labour Organisation's meeting in Geneva, 5-14 Oct 1964. Report of technical meeting concerning certain aspects of labour-management relations within undertakings; suggestions regarding the future action of the International Labour Organisation; correspondence regarding the meeting, 1965; postcard of the International Labour Office at Geneva (sent to Garnett).	1964-1965
MSS.303/AR20/B	Visit to India, Pakistan, Ceylon [later Sri Lanka] and Kenya in 1965 Programme for Ceylon, India, Lahore, Karachi and Nairobi; brief interim report of visit, 23 Mar 1965; notes on the visit to Pakistan in Feb 1965; programme from East African Power and Lighting Company Limited on Garnett's visit on 3-4 Mar 1965; list of firms and organisations in Uganda, Tanzania and Kenya; list of individuals who have attended IWS courses (delegates from East Africa); list of new members of the Kenyan government, 12 Dec 1964.	1964-1965
MSS.303/AR20/C	Visit to Canada, 3-6 Dec 1976. Notes on visit, 18 Jan 1977; correspondence from Ontario Ministry of Consumer and Commercial Relations to John Garnett, 24 Jun 1977; visitor's card.	1976-1978
MSS.303/AR20/D/1	Visit to Malaysia, Mar 29-Apr 2 1978.	1978

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	Various correspondence; dinner menu from Kuala Lumpur Hilton Hotel; list of Malaysian members of the Overseas Department; proposed and actual itineraries; Malaysian Institute of Management courses programme, list of delegates, etc; programme of annual dinner and 6th Tunku Abdul Rahman Lecture by Garnett on the 'Creation of wealth through people', 31 Mar; lecture script.	
MSS.303/AR20/D/2	Visit to Guyana Various correspondence and notes, 1975; expenses notes (to included Barbados and Antigua); notes on contact in Jamaica; visit programme and itinerary, 1974-1975; visit report of Bookers Sugar Estates Limited; draft policy on 'Worker participation and involvement' for the Booker companies in Guyana by Garnett, 10 Jan 1975 (4 copies); Personnel Board Paper no 12 'Increased worker participation in the sugar industry' recommendations, 7 Aug 1974, note by Garnett on these documents;	1972-1975
MSS.303/AR20/E	Visits to Australia Correspondence, 1972-1975. Visits/interview reports: Australian Mutual Provident Society, 31 Oct 1972; Broken Hill Proprietary Company Limited, 30 may 1975; Cunard Travel Limited, 3 Jan 1973; Australian Institute of Management, 31 Oct 1972. Contact name and address in Tasmania, 4 Mar 1974	1972-1975
MSS.303/AR20/F/a	Visit to Wilson Rowntree (Pty) Limited, East London, South Africa, 10-13 Jul 1983. Correspondence and notes.	1983
MSS.303/AR20/F/b	Visit to Wilson Rowntree (Pty) Limited, East London, South Africa, 10-13 Jul 1983. Terms of reference; visit reports; IS Team Briefing checklist (2 copies); press report in 'Yorkshire Post' concerning Wilson Rowntree 'Giving business a voice', 1 Aug; recommendations to Rowntree Mackintosh	1983

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	in York to support their subsidiary in South Africa.	
MSS.303/AR20/F/c	Visit to Wilson Rowntree (Pty) Limited, East London, South Africa, 10-13 Jul 1983. First draft report, second draft report with amendments (2 copies) and final report (5 copies)	1983
MSS.303/AR20/F/d	South African visits at the invitation of the Anglo-American Corporation of South Africa Correspondence.	1973-1977
MSS.303/AR20/F/e	South African visits at the invitation of the Anglo-American Corporation of South Africa Itineraries, 1975; vaccinations required, plus details of travel arrangements.	1975
MSS.303/AR20/F/f	South African visits. List of contacts in South Africa. South African previous conference members. Anglo-American Corporation of South Africa: minutes of the 18th meeting and agenda for the 19th meeting of the Black Joint Consultative Council (BJCC), 21 Jan and 10 Feb 1975. 2nd report on arrests, detention, and trials of members and supporters of: South African Students Organisation; Black Peoples Convention; Black Allied Workers Union; Theatre Council of Natal; Black Community Programme, issued by the Program for Social Change, 23 Dec 1974 (2 copies). Visit/interview report: Anglo American Corporation of South Africa, 14 Jun 1976; Standard Bank of South Africa, 10 Oct 1974.	1969-1974
MSS.303/AR20/F/g	South African visit at the invitation of the Anglo-American Corporation of South Africa. Guidance notes: examples of communication failures; the IS Joint Consultation; briefing group presentation, 16 Jul 1974; action points on structures and implementing briefing groups. Key points for briefing in Coal Division and Industrial	1972-1974

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- Division. South Africa and Involvement.
News - 22 Mar 1974. Vaal Reefs vol 2 no 3 (South African newspaper). Press article in the 'Guardian', 15 Aug 1974. Proposed visit to Britain of Mr P Oelofse (Gold Division) and Mr J Prior (Staff Development) from the Anglo-American Corporation of South Africa to study the various management development policies in the United Kingdom.
- MSS.303/AR20/F/h South African visit at the invitation of the Anglo-American Corporation of South Africa. 1972-1974
Anglo-American corporate organisation charts. Philosophy and progress, 23 Oct 1973. General background information relating to company policy, 13 Feb 1974. Wages and Labour policies in South Africa, 1 Jun 1972.
- MSS.303/AR20/F/i South African visits. 1973-1974
Outline of an idea for an industrial relations training institution. Draft beginning for Consultation in South Africa, 30 Oct 1975. Working document for discussion. Report on Garnett's visit in Feb 1975. Guest list for dinner with trade unionists, 20 Feb 1974. Visit by Garnett and Allan Rayden of the IS to the Anglo-American Corporation of South Africa Limited, 17-23 Feb 1974. Report by Garnett concerning the 8 pilot projects to introduce briefing groups (2 copies). President Brand Gold Mining Company Limited management briefing form, 10 Jul 1974. Consolidated Diamond Mines of South-West Africa Limited briefing form, 10 Dec 1974, briefing, 14 Jan 1975, briefing meetings, 1975. Delegates to Communication by Briefing Groups . Western Deep Levels Limited: personnel department communications and statement by Mr J W Shilling, chairman, 12 Sep 1973.
- [Allegations concerning ballot for election of general secretary of the Transport and](#) 1985

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MSS.303/AR21/A	Correspondence	Apr-Jun 1985
MSS.303/AR21/B	<p>Press coverage.</p> <p>Newspaper articles: 'Guardian', 'Sunday Times', 'Daily Mail', 'Observer', 'Financial Times', regional newspapers, 'Daily Telegraph' and 'Private Eye'. BBC Newsnight programme 'Ballot Rigging', transmission date 17 Apr: extract from, and transcript of, programme plus letter to John Garnett from Vincent Hanna regarding it, 9 May. Press releases and press statements: outline of what to say to the press on May 1st - John Garnett; IS press release regarding Garnett's press conference on 1 May; IS press statement "only to be issued if Moss Evans (TGWU general secretary) calls a re-ballot", 24 Apr; IS news release, "Garnett Report clears TGWU South-East Region but calls for closer checks on branch voting", 1 May; TGWU press statements on general secretary's ballot, 2 May, and Garnett Report, 1 May.</p>	1985
MSS.303/AR21/C	<p>Various records.</p> <p>Memorandum: background brief on TGWU general secretary election, London regional ballot, 18 Apr 1985. Memorandum: TGWU ballot enquiry, points to raise, 25 Apr 1985. Report entitled 'David and Goliath: A catchweight contest' analysing three letters by TGWU's Moss Evans and the national officer of the Electrical, Electronic, Telecommunication and Plumbing Union, Mr P McMahon, concerning union ballots, printed in the 'Financial Times', 1984. Analysis of certification officers model rules for political ballots (Trade Union Act 1913 as amended by the Trade Union Act 1984). TGWU letter to all branches and permanent officers informing them of the result of the ballot - Ron Todd as the new general secretary, 29 Jun 1984. TGWU election of general secretary: branch return sheet</p>	1984-1985

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	(form); analysis of branch and district office voting (form). TGWU letter to all branch secretaries: instructions for assembling ballot box, 6 Apr 1984. TGWU ballot paper (book form).	
MSS.303/AR21/D	Report by John Garnett (2 copies) and summary	29 Apr 1985
	<u>Survey by IS of communication flow in hospitals.</u>	1970-1972
MSS.303/AR22/A	Croydon and Warlingham Park Group Hospital Management Committee. 'The Parker' (weekly newsletter). What's on at Warlingham Park. Diary of meetings. Mental health in the Croydon area. Contracts of Employment Act, 1963 (information). Warlingham Park Hospital (everyday information). Your local hospital service. The Association of Teachers in Management (pamphlet). Warlingham Park Hospital - meeting of the psychiatric division agenda, 10 Apr 1972. Croydon Comprehensive Mental Health Service. Report of area supplies officer to finance and general purposes committee, 1 May 1972. Croydon Mental Health Services Co-ordination Committee minutes of meeting, 15 Dec 1971. Organisational structure of the Croydon and Warlingham Park Psychiatric Service. Warlingham Park Hospital patients' statistics, 1970-1971. Patients' satisfaction survey, 1971. Survey of patients' opinions at Warlingham Park, 19 Jun-Aug 1971. Letter from the Royal College of Nursing on communication in hospitals, 14 Jun 1971. Warlingham Park Hospital recent progress in the psychiatric service. Allocation of staff at Warlingham Park Hospital. Abbreviated model briefing structures - general hospital. Nursing auxiliary duties. Croydon and Warlingham Park Group Hospital Management Committee terms of reference for house committees. Croydon Hospital - administration of drugs.	1970-1972

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	Also includes: Barnet Group Hospital Management Committee - administration of drugs.	
MSS.303/AR22/B	Survey results. Points arising from group discussion and summary of recommendations. Breakdown of establishments in Croydon General, Purley and Queens. Administration of drugs. The Pay as You Eat Scheme. Various statistics regarding staff and conditions and procedures at the various hospitals in Surrey. Details of the IS study on communication flow in hospitals - its purpose, type of quest to be answered, etc.	1970-1972
MSS.303/AR22/C	Third draft of survey. Final report	1972
	<u><i>Institute of Directors</i></u>	1975
MSS.303/AR23/A	Speech by John Garnett, 'Leadership in industry and commerce - what we need to do', at annual convention held at Royal Albert Hall, 6 Nov 1975 Copy of speech; various correspondence, mainly congratulatory letters and telegram; 'Daily Mail' press cutting.	1975
	<u><i>Imperial Chemical Industries (ICI) central labour department</i></u>	1976-1982
MSS.303/AR23/B	Reunion dinners held at Peter Runge House, 13 Jul 1976 and 17 Jul 1979 Correspondence, guest lists and costings.	1976-1979
MSS.303/AR23/C	Reunion dinner held at Peter Runge House, 2 Jul 1982 Correspondence; guest lists; costs; invoice for colour photographs of 1955 reunion dinner.	1982
	<u><i>Institution of Mechanical Engineers</i></u>	1976-1978
MSS.303/AR23/D	Various records. Institution of Structural Engineers 10th	1976-1978

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Maitland Lecture, 1978: Sir Anthony Part, 'Industry in a changing world' (lecture held at the Purcell Room, Queen Elizabeth Hall, South Bank, 9 Nov 1978. St George's House Consultation chaired by the president of the Institution of Mechanical Engineers, 14 Nov 1977: opening paper by V J Osola; report, 'Engineering: its contribution to the turning the tide of Britain's fortunes'. Institution of Mechanical Engineers seminar on 'Engineering: its contribution to the turning the tide of Britain's fortunes', 22 Jun 1978: list of delegates. 'Mechanical Engineering News' (monthly newspaper), Nov 1978. Correspondence regarding the 6th Thomas Hawksley Lecture. The Watson Hawksley Amalgamation - article in the 'Consulting Engineer', Apr 1978 (historical review of the firms of T and C Hawksley and J D and D M Watson). A supplementary submission from the Institution of Mechanical Engineers to the Committee of Inquiry into the Engineering Profession. The Institution of Mechanical Engineers James Clayton Lecture, 'The economic ingredients of industrial success' by F E Jones, 25 Feb 1976, 'Proceedings' 1976, vol 190 16/76. The Institution of Mechanical Engineers 12th John Player Lecture, 'The energy involved in producing engineering materials' by Robert S Barnes, 24 Mar 1976, 'Proceedings' 1976, vol 190 29/76. Institution of Mechanical Engineers 65th Thomas Hawksley Lecture, 'Leadership by engineers' by John Garnett, 6 Dec 1978, 'Proceedings' 1978 volume 192, number 40.

Video on adult training.

Administrative history/biographical note: This was a 20-minute video to be shown in company boardrooms. Its provisional title was 'Now or Never. Training: the Bottom Line' and it was to feature Geoffrey Holland John Garnett, director of the IS.

MSS.303/AR23/E

Various records

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	Proposals - background notes for John Garnett's speech. '4 Sure Fly Killer. Job Instruction' (humorous article). 'Times' article on training by Bryan Nicholson, chairman of the Manpower Services Commission (MSC), 21 Mar 1985. 'Surrey Advertiser' article on training, 1 Mar 1985. IDS studies, 'Flexibility at ICL - Training', 10 Jan 1984, 'Craft flexibility', Sep 1984. Report of visit to MSC to discuss video, 1985. Letter to confirm Geoffrey Holland's part in the video. 'Training for new technology (robots and control systems, operation and maintenance)' by R W Basey, Ford Motor Company, United Kingdom. Memorandum on IS training costs (new series number 1), 4 Feb 1985. Various correspondence, Jan-Mar 1985.	
	<u>Letters of congratulation to John Garnett, director</u>	1961-1970
MSS.303/AR23/F	Letters of congratulation on Garnett's appointment as director	1961-1962
MSS.303/AR23/G	Letters of congratulation on Garnett's being awarded the CBE	1970
	<u>Delegates lists</u>	1980-1984
MSS.303/AR24/A	Delegates lists for lunch events and presentations	1980-1981
MSS.303/AR24/B	Delegates lists	1981-1982
MSS.303/AR24/C	Delegates lists	1983
MSS.303/AR24/D	Delegates lists	1984
	<u>John Garnett speeches and articles</u>	1964-1986
MSS.303/AR25/A	Participation. Speech on panel discussion on individuals' participation in the management of private and public enterprises, Dec 1981; 'Business	1973-1981

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Post' article, 'Is the British worker really as bad as the world thinks?', 12 Apr 1978; speech on participation and public relations, 20 Feb 1976; 'Business South-West' article, 'Why does participation matter?', Mar 1975; talk given at the celebration of the 50th anniversary of the registration of Scott Bader as a company, Jul 1973; talk on industrial democracy and participation at the Institute of Corn and Agricultural Merchants annual conference, 31 Oct 1973.

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| MSS.303/AR25/B | <p>Communication. 1972-1986</p> <p>'The challenge to Parliament', Industry Year 1986, 3 Mar 1986. 'Improving communication within industry', talk to Reading Chamber of Commerce and Industry, nd. 'Training in communication', Sep 1981. 'Communication as the instrument of management and performance improvement, Oct 1977. 'Why communication is important', article in the 'Director's Handbook', Jan 1976. 'Management's responsibility for effective communications', 5th STC Communications Lecture, 1975. 'The corporation and its employees', Mar 1973. 'Communication and motivation as they affect accident prevention', Royal Society for the Prevention of Accidents (ROSPA), 1972.</p> |
| MSS.303/AR25/C | <p>The Common Purpose. 1978-1986</p> <p>Dacey Trust Conference on 'The meaning of democracy' at St Edmund Hall, Oxford, 18-19 Mar 1985 (Garnett was a speaker). Speeches in Industry Year, Jan and 9 Apr 1986. 'Challenges for managers', article in 'World Congress on Management Development, 1984. Speech at summer meeting of the Association of Colleges of Further and Higher Education, Spa Theatre, Scarborough, 12 Jun 1981. Speech at the opening of new premises by Burrals of Wisbech, 23 Oct 1980. 'Creation of wealth through people', 6th MIM Tunku Abdul Rahman Lecture at MIN annual dinner,</p> |

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Hotel Hilton, Kuala Lumpur, 29 Mar 1978.

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| MSS.303/AR25/D | <p>Leadership.</p> <p>'A professional man as a leader', Sir Wilfred Fish Lecture, General Dental Council, 2 Mar 1982. 'Motivating people in professional organisations', 6th International Reinsurance Seminar, Harrogate, Apr 1983. 'The challenge of industry - communicating a common purpose', North of England Conference, Jan 1979. Talk at the Institution of Production Engineers, 10 Mar 1977. Speech at the Scientific Instrument Manufacturing Association, 8 Jul 1976. Garnett College Talk, nd. Talk on management and motivation at the Institute of Chartered Accountants of Scotland 31st summer school, 23 Jun 1983. 'Leadership and communication', talk at the Institute of Cost and Management Accountants, Hove, Mar 1982. 'Opportunities for management initiatives during the recession, talk at the Institute of Training and Development West of England branch, 4 Nov 1981. 'Increasing effectiveness by obtaining the commitment of staff, talk at the Chelsea Building Society, 24 Sep 1981. 'Leadership by engineers', 65th Thomas Hawksley Lecture, Institution of Mechanical Engineers, 6 Dec 1978, 6 Dec 1978. 'Morale in a period of non-growth', talk at the RTPPI annual conference, Chester, 14-17 Jun 1977. Talk at the Flat Glass Association, Jun 1975. 'Incomes policy after August 1976', talk at the IS 'Leadership and the £6 Limit' conference, 25 Nov 1975. 'The nature of leadership', talk at the King's Fund International Nurses' Seminar, Dec 1976. 'Leadership in industry and commerce - what we need to do', speech at the Institute of Directors' annual convention at the Royal Alabert Hall, 6 Nov 1975.</p> | 1975-1983 |
| MSS.303/AR25/E | <p>Trade unions.</p> <p>'Roots of Power - 150 years of British trade unions - a personal history' by Mark</p> | 1971-1985 |

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Stephens (a synopsis), 1985. Points made by Garnett on consultation, 11 Jun 1985. 'Trade union laws - why we must not lose hope', 24 Oct 1984. Independent Television (ITV) 'News at Ten' interview of Garnett on the miners' strike, 17 May 1984. Extract from a speech at Lumley Castle, Chester-le-Street, County Durham, 29 Mar 1984. British Broadcasting Corporation (BBC) television 'Sunday Debate' (presented by Robin Day) on the motion 'is trade union power too often used against the interests of the British people?': programme 1, the case against the power of the unions, Lord Robens and the Bishop of Wakefield, 27 Jan 1974; programme 2, the case for the power of the unions, Jack Jones and Bill Dudman, 3 Feb 1974; programme 3, conclusion, Lord Franks and John Garnett, 10 Feb 1974. 'The code of industrial relations practice', paper for conference on industrial relations in the 1970s, Birmingham Chamber of Commerce and Industry, 1 Oct 1971.

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Current industrial problems. Radio interview of Garnett on 'LBC Reports', London Broadcasting Company, 30 Apr 1983. Consultation by Garnett, 5 Nov 1985. Channel Four television 'Comment - the miners', 1985. Garnett's comments to Metro Radio in Newcastle regarding the miners' strike, London Broadcasting Company radio, 15 Mar 1985. Garnett being interviewed, BBC Cumbria, 13 Feb 1985. 'The role of the unions 1984-1990', Industrial Society. 'Implications of the train drivers' strike', Feb 1982. 'British Leyland's management blamed for month long strike', LBC Report, 27 Apr 1983. 'Achieving change and productivity', article for 'Business Agenda', Jan 1982. 'Communication and leadership by middle managers and supervisors', notes for British Steel from the Industrial society, 24 Mar 1980. 'Industrial relations - the present

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	crisis', talk at the Cranfield School of Management, 16 May 1969.	
MSS.303/AR25/G	<p>Maximising human resources (achieving people's commitment at work). 'Getting results in the 1980s - the work of the Industrial Society', 31 Jul 1984. 'People Factor - one company's experience', outline of speech at British Caledonian, 7 Feb 1984. Outline of speech to be made at WMRS studios, 7 Oct 1983. Summary of speech at the annual dinner of the Bristol and West of England Engineering Manufacturing Association Limited, 30 Nov 1982. 'The individual and his property in the 1980s - motivating people in professional organisations (some problems created by recent legislation)', Royal Institution of Chartered Surveyors annual conference, Jersey, 4-7 Oct 1979. 'Industrial relations', paper 1 of session 7B, 'the working relationship between management and trade unions', of the Institution of Production Engineers International Conference on Manufacturing, Olympia, Oct 1978. Contribution to 'Building Societies Journal' issue on 'rewarding people at work', Sep 1978. Summary of speech made at the meeting of the Institute of Internal Auditors, 11 Feb 1976. 'Man and work - the human factor in industry', 4th session of the Council of Trent on Britain Now, 8 Jul 1975. Article for 'Reconciliation Quarterly', Jul 1975. 'Human relations within the metallurgical industry in the UK' (thoughts for paper), May 1975. Briefing groups checklist based on experience of 400 companies. Talk at the Newspaper Society, 15 Jan 1973. Summary of talk at the Building Societies' autumn conference, 3 Nov 1972. Talk at the Grocers' Institute convention, 1 May 1972. Summary of talk on involvement, Jersey, Nov 1971. Talk to the Mid-Essex Productivity Association, 3 Jul 1972. 'Social aspects of motivation', meeting on motivation in the 1970s, Institute of</p>	1971-1984

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- Mechanical Engineers, 3 Feb 1971.
'Maximising the utilisation of human resources', talk to British Gas, undated.
- MSS.303/AR25/H Youth. 1970-1986
Summary of the points made by Garnett at the National Association of Head Teachers in Wales annual gathering in Aberystwyth, 11 May 1985. Speech on the creation of wealth and jobs on Founders' Day, Rendcomb College, Oxfordshire, May 1985 (5 copies). Speech at prizegiving day at Aldenham School, Hertfordshire, 28 May 1983. 'How our schools can help industry', speech at Headmasters' Conference, Feb 1977. 'Work and management', speech at Polytechnic of Central London, Oct 1976. Points to be made by Garnett at the SCUAS conference at University College of Swansea, 9 Sep 1975. Article for Camborne School of Mines Journal, Jun 1975. Talk at Keble Collge, Oxford, 3 Sep 1973. Essay on progress and achievement to be printed in the 'Daily Telegraph', Feb 1970. 'There is no time more noble than that spent in industry', possible speech to the Cambridge Union, 24 Feb 1986.
- MSS.303/AR25/I Church and Christian associations. 1964-1986
Article for St John's Wood parish magazine, 9 Apr 1986. Industry Year sermon notes, 1986. Articles on idealism and industry and unemployment under the judgement of God, Oxford Diocesan Magazine, Nov 1985. Information for the Bishop of Birmingham outlining the IS's aims, 17 Sep 1985. Review of book by Peter Mayhew, 'Unemployment under the judgement of God', 23 Sep 1985, also press release on the book, 2 Sep 1985. Sermon preached by the curate of St Michael's, Barnes (formerly Bishop of the Bahamas), Mar 1979. Order of service pamphlet for 'A festival of work', 1979. Industrial Sunday sermon notes, 30 Apr 1978. 'Employment and unemployment', 'Britain Today and

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Tomorrow', British Council of Churches, Nov 1977. The Bishop of Malmesbury on 'stewardship and the sort of people we need to be', Mar 1977. Garnet on 'stewardship in a materialistic world', Mar 1977. Notes on a sermon preached by Garnett in Rochester Cathedral, 13 May 1973. 'Tribute to those who with vision and wisdom have served the Industrial Society', address by Sir Peter Runge at the Golden Jubilee thanksgiving service at St Mary's, Bryanston Square, London W1, 4 Jun 1968. Living memories of John Holland, Jun 1964. Talk by Garnett on trade unions and the church. Background information for Garnett's Liverpool speech (including 'The Tablet', 7 Dec 1985).

MSS.303/AR25/J

Overseas.

1973-1983

'Making it happen', introductory talk for 'the quality of working life - management in the 80s', Zimbabwe Institute of Management, 8 Mar 1983. Management and motivation, article on Garnett's contribution, ICAS summer school, 1983. 'Industrial relations', outline of address to be given on 20 May 1981 at the Institute of Personnel Management Convention in Salisbury, Zimbabwe. Talk to the Institute of Directors Malta branch, 1977. Article in 'International Management' on office discipline, Oct 1977. Summary of speech given in Brussels, 2 Dec 1975. 'The management of change', paper for Belgium Symposium, 2 Dec 1975. 'The corporation and its employees', paper given at the Times Seminar on Corporate Communication, Feb 1973. Details of Garnett's visit to Ceylon [later Sri Lanka], India and Pakistan.

MSS.303/AR25/K

Miscellaneous.

1970-1984

London Broadcasting Company radio programme: item on the IS during which Garnett talked about the coal strikes, 30 Oct 1984. Articles on eight people who changed their working life from one organisation to

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another, but who all worked for ICI at some time (includes Garnett), Jul 1981. 'An industrious man', profile of Garnett in 'Association Management', Dec 1980. 'Five ways to commitment', special report on the IS, 'The Times', Jan 1978. Article on the IS and Garnett in 'Huntsman Eye View' bulletin of Eldridge and Pope, May 1976. Article on the IS in 'Cumberland Review', Oct 1970. Letter from the IS for the press on Garnett's Order of the British Empire (OBE). Garnett's curriculum vitae and brief biographical notes.

MSS.303/AR25/L

Miscellaneous.

1970-1985

Interview with Garnett by Elsbeth Ganguin, nd. 'The secretary - a crucial factor in a successful organisation', article in 'Journal of the Institute of Qualified Private Secretaries', Spring 1985. 'Ergonomics in staff restaurants' by K G Paterson, with foreword by Garnett, 29 May 1985. Adult retraining video (transcript of video recording of Geoffrey Holland and Garnett), 22 Mar 1985. 'Participation in the management of private and public enterprises', speech to Spencer Stuart and Associates, nd. Notes on speech to the Federation of Civil Engineering Contractors London and South-East Section, 11 Nov 1980. Speech by Garnett on award to him of honorary doctorate of laws at Cardiff University, 19 May 1980. Article for Aberdeen Chamber of Commerce journal, Apr 1980. Press release on speech to the British Insurance Brokers Association (BIBA), Feb 1980. Garnett's contribution for 'The Business Man' to be published by the Reading Newspaper Company Limited, Oct 1979. 'Safety representatives in the first year', speech to the Oil Industries Nursing Symposium held at the Royal College of Physicians, 17-18 Sep 1979. Summary of talk at the SOPCO dinner, 7 Mar 1979. 'Voting and industrial relations', article in 'The Times' by Garnett and others, 17 Jan

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1978. Talk in report of proceedings of the 92nd annual general meeting of the National Association of Employment of Regular Sailors, Soldiers and Airmen (short title Regular Forces Employment Association), 29 Apr 1977. Talk to be given to the Eastbourne Hotels' Association, Feb 1977. Summary of speech to be given at World Safe '76, Mar 1976. 'The sociological aspects of office work in 1975 and the pattern for the future', speech to the Institute of Directors, 1975. Contribution on the miners' dispute in British Broadcasting Corporation (BBC) television 'Midweek' programme, transmission date, 22 Nov 1973. Talk to be given to Findus, 10 Mar 1973. Garnett's script for BBC Radio Four 'Any Questions?' programme from Dorset, 10 Nov 1972. Notes on a talk at the 2nd anniversary luncheon of Lindley Lodge, 26 Apr 1972. Talk at St George's House, 4 Feb 1972. Points on joint consultation made at discussion with 500 shop stewards and managers in large chemical company in the north-east of England, 3 Apr 1970.

MSS.303/AR25/M

Miscellaneous.

1980-1986

'Challenges for managers' (3 copies). 'The challenge of involving people in work, article in 'Personnel Management', 1 May 1986. 'The role of chief personnel officers at the end of the twentieth century, outline of speech to be delivered on 16 Mar 1986 to the Institute of Personnel Managers at the Peebles Hydro, 27 Feb 1986. The Harlow Lecture, Paper No 1459, 9 Oct 1984. 'Effective management and greater efficiency', talk at the British Gas Corporation Research and Development Division management seminar, 1980. 'A man of our time', interview of Garnett by Roy Hewitt in the 'Journal of the Institute of Supervisory Management', vol 35, no 4, Aug 1984. 'A professional leader too', article in CBSI Journal, Dec 1981. Report of proceedings and of Garnett's speech at the

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	<p>6th international reinsurance seminar of the Reinsurance Officers Association, 19-21 Aug 1983. 'The vital role of management in the 80s', paper to the Graham Ford Business Convention at Monte Carlo, 26 Jun 1983. 'Employment - the challenge to us all', nd. 'Developing leaders for the year 2000', 16th British Association for Commercial and Industrial Education (BACIE) Willis Jackson Lecture, 12 Dec 1985. Article in 'The Scotsman', 18 Nov 1985. 'Viewpoint' in 'Training Officer' journal, vol 21 no 8, Aug 1985.</p>	
MSS.303/AR25/N	<p>Lunch events and workshops. 'Leadership and communication at the place of work'. 'The challenge of achieving more with less' (for senior managers in the National Health Service), 27 Jun 1986. 'Industry Year 1986 - an opportunity for winning involvement', 26 Jun 1986. 'Commitment and change in the Health Service', 31 May 1985. 'Managing growth and change - or how to get more with less', 14 Mar 1984. 'The role of management in the twenty-first century', 26 Sep 1985. 'The way forward - working together', 7 Apr 1983. 'Achieving results in recession', 15 Dec 1982. 'Benefitting from an upturn - action now', 14 Dec 1983. 'Achieving growth and change', 4 Jun 1985. 'Achieving results through people', 23 May 1985. 'The front line is the bottom line', 30 Apr 1985. Various lunchtime events and workshops, 1982-1986. Details of proposed lunch events and workshops of the new director, Alistair Graham.</p>	1982-1986
	<p><u>Phase Three wage and salary policy (the Government's counter inflationary measures).</u> Also includes National Emergency measures (the miners' strike, etc).</p>	1972-1974
MSS.303/AR25/O	Correspondence; press cuttings; 'The Industrial Relations Act - suggested	1972-1974

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	changes'; the IS's proposals for the Government's counter-inflationary measures, 27 Jul 1973	
	<u>Visit/interview reports</u>	1965-1986
MSS.303/AR28	Visit/interview reports mainly by Andrew Forrest	1965-1970
MSS.303/AR25/P	Visit reports of John Garnett, IS director	1981-1983
MSS.303/AR25/Q	Visit reports of John Garnett, IS director	1984-1986
	<u>'Management Brief'</u>	1982-1985
MSS.303/AR25/R	Management Brief	Jan 1982-Sep 1985
	<u>Director's meetings</u>	1982-1985
MSS.303/AR25/S	Agenda and minutes	Jan 1982-Sep 1985
	<u>John Garnett's 'Economic facts of life' and 'Working together' campaigns.</u>	1979-1980
MSS.303/AR25/T	Various records. Correspondence. Minutes, agenda and attendance list of the meetings of chairmen, managing directors and senior trade unionists at Peter Runge House, 17 Dec 1979 and 5 Feb 1980. Understanding the economic facts. Programme for managers etc, 'Getting over the economic facts of industry and commerce'. The creation of wealth. Proposals for the economic facts of life campaign, 1979. Draft: 'work and wealth' or 'the creation of wealth' or 'working together' or 'common purpose'.	1979-1980
	<u>IS annual conference</u>	1972-1973
MSS.303/AR25/U	Various records. Annual conference, 1972: memoranda and correspondence; 'Society's initiative' (some notes on what has to be done); suggested speakers; notes from first meeting, 14 Aug; proposals discussed and ideas. Draft plan	1972-1973

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for 2-day conference, 'Into Europe - people at work', 4-5 Jan 1973.

IS history and archives

MSS.303/AR25/V

Various records.

Copy of letter from Prince Albert to Leete on donation to the Industrial Welfare Society, 22 Jan 1933. 'Holiness and efficiency', article by Edwin Smith from 'Frontier' magazine, Feb 1973. Task description of the Sub-Dean - main objectives and performances, nd. 'Management and ministry', article by Eric James in 'New Christian' magazine, 31 Oct 1968. Correspondence on the IS archives, 8 May 1984. The History of Advertising Trust, 19 Mar 1984. Press cuttings from the 'Financial Times' about the History of Advertising Trust, 1 Sep 1983. News information sheet concerning the opening of the archive and study centre of the History of Advertising Trust, 17 Nov 1983. Letter regarding the 'History of the Industrial Society, 1918-1984', 10 May 1984.

Robert Hyde's autobiography 'Industry was my parish' 1968

MSS.303/AR27

Two original typescripts. 1968

Chapter 1: Born before the Welfare State.

Chapter 2: Learning something about business.

Chapter 3: The call to the Ministry.

Chapter 4: Among the poor in Hoxton.

Chapter 5: East End settlement.

Chapter 6: East End parsonage.

Chapter 7: At the Ministry of Munitions.

Chapter 8: Founding the Industrial Welfare Society.

Chapter 9: The rough with the smooth.

Chapter 10: Our president.

Chapter 11: The Duke of York Camps.

Chapter 12: Years of endeavour.

Chapter 13: Honour and dishonour.

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	<u>Robert Hyde House</u>	1978-1979
MSS.303/AR29/A-B	Correspondence with Everest Double Glazing: estimates and bills, Jul 1978-Aug 1979. Men's lavatories: correspondence with Peter Barefoot and Associates; invoices and bills; plans, Aug 1978-May 1979	1978-1979
	<u>'Correspondence files'</u>	1922-1985
MSS.303/F/1/A	Letters from individuals including Stanley Baldwin and Lucy Baldwin praising the work of the Industrial Welfare Society	1925
MSS.303/F/1/B	40 Points about industrial welfare: material prepared but never used.	1939
MSS.303/F/1/C	Notes on the Industrial Welfare Society prepared by Mrs E A Walker	1967
MSS.303/F/1/D	Broadcasting scripts. Outline of talks to be given on the French Broadcasting Service, comprising introductory (30 Sep 1949), induction (14 Nov 1949), medical services in British industry and commerce (5 Dec 1949), working conditions in factories in Britain (Dec 1949), industrial canteens (27 Dec 1949), foremanship in Britain (16 Jan 1950), personnel management and its service to workpeople (6 Feb 1950), education and training schemes (27 Feb 1950), joint consultation (20 Mar 1950), exchange visits with other countries (12 May 1950). Text for broadcast on worker representatives, Llandudno, 1951. Text for a broadcast about the IWS by Sir Robert Lloyd Roberts. Correspondence and scripts for the 'Industrial Cliff-hanger' television series concerned with: no1, smoking; no 2, the Closed Shop; no 3, promotion block; no 4, strong management following weak; no 5, autocrat versus manager.	Sep 1949-Jan 1969
MSS.303/F/1/E	Copy of the 'Approach to industrial	1950

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	responsibility' concerned with the first conference for apprentices held at Keble College, Oxford, 31 Aug- 4 Sep 1950	
MSS.303/F/1/F	Script from 'Any Questions' BBC Radio 4 broadcast in which John Garnett, director of the IS, took part	2 Aug 1974
MSS.303/F/1/G	Copy article by Elizabeth Buckley Sharp on the life of Robert Hyde for 'The golden book of management'.	Dec 1975
MSS.303/F/1/H	Article by John Garnett, 'Management's responsibility for effective communication' published in 'Tie-Line'	May 1975
MSS.303/F/1/I	Copy of speech made by the Duke of Edinburgh at the luncheon held to announce the change of name of the Society	9 Nov 1965
MSS.303/F/1/J	Broadcasts. Copy of broadcast concerning the work of the Industrial Welfare Society; speech for a radio newsreel on the IWS by B Mycock, 'Management/worker co-operation in British industry' given by T Fassam; script prepared by John Marsh for the Pension series by the BBC, 1951.	1950-1951
MSS.303/F/1/K	Sir Robert Hyde correspondence and biography. Correspondence from the Arts Council archives regarding activities of the Council for the Encouragement of Music and the Arts (CEMA): Hyde to Miss Glasgow, CEMA, Board of Education, Alexandra House, London WC2, regarding firms providing an entertainment service, 13 Jan 1942; Miss Glasgow, secretary, CEMA, on factory concerts given by the Dartington Chamber Music Group, 14 Jan 1942; Hyde to Miss Glasgow on IWS lecture course on industrial welfare and personnel management, 10-12 Nov 1942; Miss Glasgow declining an invitation to the IWS lecture course, 9 Sep 1942; P James, art	1942-1985

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director of CEMA, to Hyde accepting an invitation to speak about CEMA's activities in taking art exhibitions to industrial premises at the IWS lecture course on 11 Nov 1942, 11 Sep 1942; invitation to the CEMA exhibition at the National Gallery. Article on Hyde on his being awarded the KBE in 1949: 'Hyde of industrial welfare fame is honoured - romance of the man who made workers happy'. Article on Hyde in the 'St Helier and District News', May 1950. Correspondence from Kings College's Registrar's series on Hyde (sent on 24 Oct 1985 by A J Bauer Mussell, archives assistant at Kings College): one letter dated 19 Jun 1956 details Hyde's admission to the faculty of theology at the College, Oct 1901. Hyde to the registrar of Kings College requesting a list of students at the theological faculty in 1901, 14 Jun 1956. Letters on Hyde's financial situation; John Marsh's letter to Lady Hyde informing her of the IWS's intention to help them financially if necessary, May 1961. Reminiscences of Hyde: letters from John Marsh to Mr Gray, 9 May 1961, Ernest Leete, 19 May 1961, Mrs D[orothy] Murray, 17 May 1961, and George Shrosbee, 17 May 1961. Letter from Dorothy Murray to John Marsh, 16 Jun 1961; letter from Ernest Leete to John Marsh, 19 May 1961. Letters from John Marsh to Ernest Leete, 17 May 1961, Captain P Pither, 17 May 1961, and Gerald Perry, 17 May 1961. Article on house journals by Pitts Fenby of IWS entitled 'Industry's private press' (sent to E H Dodinead, editor, Thames Gas, 28 Nov 1963). Four copies and rough outline of Hyde's obituary, 1966. Article on the early years of Hyde, nd. Cartoon drawing of Hyde, nd. IWS completed typed biography of Hyde (2 copies). Draft of approximately 800 words on Hyde's life by John Garnet, 1972 (3 copies). Various correspondence between the IS and Mr E T Williams, Balliol Collge, Oxford, with regard to the biography,

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	<p>1972. Various explanatory notes from John Garnett with regard to the biography. 'Dictionary of National Biography', 1941-1950, 'Specimen Lives' (5th series), Aug 1963 (an example of the journal). 'Dictionary of National Biography' supplement, 1961-1970: notice to contributors; request from E T Willilams to John Garnett for a contribution on the life of Hyde, 22 Jun 1972; form of agreement with contributor (from John Garnett), Jul 1972. Correspondence with Peter M Housego at the Arts Council with regard to Hyde, 1 Oct 1985.</p>	
MSS.303/F/1/L	Draft article by Owen Chadwick concerning the knighthood of Robert Hyde and the Archbishop of Canterbury's reaction, received on 20 April 1983	Apr 1983
MSS.303/F/1/M	File concerning the Duke of Edinburgh's involvement with a conference held in Nov 1970 on 'Involvement at work' at the Royal Lancaster Hotel	Mar 1970-Apr 1971
MSS.303/F/1/N	Pension file. Includes: a copy of the Society pension and life assurance scheme commencing on 1 Jul 1937 and secured by contracts with the Prudential Assurance Company Limited; correspondence concerning Audrey Jacob's pension plan, Nov 1973-Jul 1974; rule book for the pension scheme, 1958; booklets on the staff pension and life assurance scheme, 1958, 1967 and 1972; members' handbook for the pension scheme, 1974 and 1979 editions; general information on the pension scheme, 10 May 1982	Jul 1937-May 1982
MSS.303/F/2/A	Development project sponsored by American Counterpart Aid Fund. Correspondence dealing with the accounts and the conditional aid grant (letters to and from the Ministry of Labour). Also contains copies of the various six-month reports and accounts.	Mar 1953-Jan 1957

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MSS.303/F/2/B	Development project sponsored by American Counterpart Aid Fund: report for six months from 1 Oct 1953 to 31 Mar 1954.	Oct 1953-Mar 1954
MSS.303/F/2/C	Development project sponsored by American Counterpart Aid Fund. Copies of summaries of receipts and payments (including certain charges) in connection with the conditional aid grant made by the Ministry of Labour and National Service in accordance with the contract letter dated Oct 1953: for the six months ended 31 Mar 1954; for the year ended 31 Mar 1955; for the year ended 31 Mar 1956 (5 copies); for the six months ended 30 Sep 1956 (2 copies).	Oct 1953-Sep 1956
MSS.303/F/3/A	Correspondence with Queen Elizabeth, the Queen Mother and others Includes notes of telegrams sent to her, originals sent to the IWS, and other letters concerning the death of King George VI and Queen Mary; regarding the patronage of the Society by the Queen and the Duke of Edinburgh, the pamphlet prepared as a tribute to George VI by the IWS, arrangements for the presentation by the Queen Mother of the portrait by James Guson to Sir Robert Hyde.	Feb 1952-Mar 1953
MSS.303/F/3/B	Correspondence with Albert, Duke of York. Includes many letters between Albert Leete and Ernest Leete concerning the organisation of the IWS: boys' camps, Leete's resignation as bursar of the camps, Leete's ill health, Fred Young's gift of £30,000 to the IWS, the Hyde Trust, IWS finances, proposal for a painting of Robert Hyde, Leete's resignation as honorary treasurer of the IWS.	1922-1950
MSS.303/F/3/C	Correspondence with the Duke of Edinburgh. Includes: IWS annual general meeting, the Duke as new patron, Sir Robert Hyde's 80th	1952-1979

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birthday and the IWS's 40th anniversary, 1958; elections of the council members; extract from letter from Mr Madanmohan Magaldas (Indian Management) from the Duke of Edinburgh; study conference (letter dated 3 Nov 1958); election of new chairman, 1960; 1956 study conference; Mr John Marsh's resignation as director of the IWS, 1961; John Garnett's acceptance as new director; National Apprentices' Dinner at the Cafe Royal, 30 May 1961; Commonwealth Technical Training Week; Sir Peter Runge's appointment as the new chairman of the IWS; change of name from IWS to IS; Challenge of Industry conferences; IS jubilee year plans, 1968; youth conference at the Royal Albert Hall, 1968; Involvement at Work conference, 1970; congratulatory letter to Mrs O K Skelley on 50 years service with the IS, from the Patron on 26 Jan 1971; Anglo-German Foundation, 1972; British insurance Brokers Association, 12 Oct 1978; 'Can workers manage?', Institute of Economic Affairs, Dec 1977; Oxford Business Society Magazine, letter from the Duke, 1978; Grunwicks 1978; 'Why industry matters' conference. Buckingham Palace luncheon, 29 Mar 1979: letter of acceptance from John Garnett; menu, guest list and seating arrangements. Points discussed with the chairman including letters from the Steel Company of Wales Limited, Swansea, 14 Jul 1960.

MSS.303/F/3/D	Correspondence: Queen Elizabeth II. Concerning Mr Clive Peacock (member of MVO (IV) Class). Queen's Christmas message.	1974-1977
MSS.303/F/3/E	Correspondence: Queen Elizabeth the Queen Mother. Concerning: the Society's change of name, 1965; jubilee, 1968; opening of Peter Runge House, 1973; diamond jubilee, 1978.	1965-1978
MSS.303/F/3/F	Correspondence: the Prince of Wales.	1975-1979

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	Concerning: leadership conference invitation, 1976; national conference for young people, 1979; diamond jubilee; speech to the parliamentary and scientific committee. Briefing.	
MSS.303/F/3/G	Correspondence: the Duke of Kent. Concerning: conference, Institute of Directors lecture on leadership in 1977.	1976-1977
	<u>Course record programmes</u>	1920-1980
	<u>Course and meeting programmes</u>	1920-1988
	<u>Specimen programmes and attendance figures of conferences and certain courses (indexed)</u>	1920-1959
MSS.303/CNC/1	Programmes and attendance figures Book 1. 1 volume	Sep 1920-Dec 1950
MSS.303/CNC/2	Programmes and attendance figures Book 2. 1 volume	Jan 1951-Dec 1954
MSS.303/CNC/3	Programmes and attendance figures Book 3. 1 volume	Jan 1955-Dec 1959
	<u>Course and meeting programmes and attendance figures (with some remarks)</u>	1949-1988
MSS.303/CNC/4	Programmes and attendance figures Book A. 1 volume	Sep 1949-Apr 1951
MSS.303/CNC/5	Programmes and attendance figures Book B. 1 volume	Apr 1949-Jun 1952
MSS.303/CNC/6	Programmes and attendance figures Book C. 1 volume	Jun 1952-Jul 1953
MSS.303/CNC/7	Programmes and attendance figures	Sep 1953-Dec 1954

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	Book D. 1 volume	
MSS.303/CNC/8	Programmes and attendance figures Book E. 1 volume	Dec 1954-Mar 1956
MSS.303/CNC/9	Programmes and attendance figures Book F. 1 volume	Apr 1956-Mar 1957
MSS.303/CNC/10	Programmes and attendance figures Book G. 1 volume	Mar 1957-Feb 1958
MSS.303/CNC/11	Programmes and attendance figures Book H. 1 volume	Feb-Nov 1958
MSS.303/CNC/12	Programmes and attendance figures Book I. 1 volume	Nov 1958-Apr 1959
MSS.303/CNC/13	Programmes and attendance figures Book J 1 volume	Jun- Nov 1959
MSS.303/CNC/14	Programmes and attendance figures 1 volume	Nov 1959-Nov 1960
MSS.303/CNC/15	Programmes and attendance figures Book L. 1 volume	Sep 1960-Aug 1961
MSS.303/CNC/16	Programmes and attendance figures Book M. 1 volume	Oct 1961-Sep 1962
MSS.303/CNC/17	Programmes and attendance figures (London only) Book N. 1 volume	Sep 1962-Feb 1963
MSS.303/CNC/18	Programmes and attendance figures (London only) Book O.	May 1963-Mar 1964

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	1 volume	
MSS.303/CNC/19	Programmes and attendance figures (London only) Book P. 1 volume	Mar-Dec 1964
MSS.303/CNC/20	Programmes and attendance figures (London only) Book Q. 1 volume	Jan-Dec 1965
MSS.303/CNC/21	Programmes and attendance figures (London only) Book R. 1 volume	Nov 1965-Jun 1966
MSS.303/CNC/22	Programmes and attendance figures (London only) Book S. 1 volume	Jul 1966-Mar 1967
MSS.303/CNC/23	Programmes and attendance figures (London only) Book T. 1 volume	Mar-Nov 1967
MSS.303/CNC/24	Programmes and attendance figures (London only) Book U. 1 volume	Nov 1967-May 1968
MSS.303/CNC/25	Programmes and attendance figures (London only) Book V. 1 volume	May-Dec 1968
MSS.303/CNC/26	Programmes (London only) Book W. 1 volume	Jan-May 1969
MSS.303/CNC/27	Programmes (London only) Book X. 1 volume	Jun-Nov 1969
MSS.303/CNC/28	Programmes (London only)	Nov-Dec 1969

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MSS.303/CNC/38	Programmes 1-205 1 bundle	Jan-Apr 1971
MSS.303/CNC/39	Programmes 206-347 1 bundle	May-Aug 1971
MSS.303/CNC/40	Programmes 348-549 1 bundle	Sep-Dec 1971
MSS.303/CNC/41	Programmes 550-694 1 bundle	Dec 1971-Feb 1972
MSS.303/CNC/42	Programmes 695-881 1 bundle	Mar-Jun 1972
MSS.303/CNC/43	Programmes 882-1209 1 bundle	Jun-Nov 1972
MSS.303/CNC/44	Programmes 1210-1393 1 bundle	Nov 1972-Feb 1973
MSS.303/CNC/45	Programmes 1394-1595 1 bundle	Feb-Nov 1973
MSS.303/CNC/46	Programmes 1596-1777 1 bundle	May-Jun 1973
MSS.303/CNC/47	Programmes 1 bundle	Jul-Nov 1973
MSS.303/CNC/48	Programmes 1 bundle	Dec 1973-Mar 1974
MSS.303/CNC/49	Programmes 1 bundle	Apr-Jun 1974
MSS.303/CNC/50	Programmes 1 bundle	Jul-Oct 1974

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MSS.303/CNC/53	Programmes 1 bundle	May-Jun 1975
MSS.303/CNC/54	Programmes, mainly Jul-Oct 1975 1 bundle	1975
MSS.303/CNC/55	Programmes 1 bundle	Nov 1975-Jan 1976
MSS.303/CNC/56	Programmes, mainly Feb-Apr 1976 1 bundle	1976
MSS.303/CNC/57	Programmes, mainly May-Jun 1976 1 bundle	1976
MSS.303/CNC/58	Programmes, mainly Jul-Oct 1976 1 bundle	1976
MSS.303/CNC/59	Programmes 1 bundle	Nov 1976-Feb 1977
MSS.303/CNC/60	Programmes 1 bundle	Mar-Apr 1977
MSS.303/CNC/76	Programmes 1 bundle	May-Sep 1977
MSS.303/CNC/61	Programmes 1 bundle	Oct-Dec 1977
MSS.303/CNC/62	Programmes 1 bundle	Jan-Mar 1978
MSS.303/CNC/63	Programmes 1 box file	Apr-Jun 1978
MSS.303/CNC/64	Programmes 1 bundle	Jul-Sep 1978

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MSS.303/CNC/68	Programmes 1 bundle	Apr-May 1979
MSS.303/CNC/69	Programmes 1 bundle	Jun 1979
MSS.303/CNC/70	Programmes 1 bundle	Jul-Sep 1979
MSS.303/CNC/71	Programmes 1 bundle	Oct-Nov 1979
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MSS.303/CNC/75	Programmes 1 bundle	Jul-Sep 1980
MSS.303/CNC/77	Programmes 1 bundle	Oct 1980
MSS.303/CNC/78	Programmes 1 bundle	Nov-Dec 1980
MSS.303/CNC/79	Programmes 1 bundle	Jan-Feb 1981
MSS.303/CNC/80	Programmes 1 bundle	Mar 1981
MSS.303/CNC/81	Programmes	Apr-Jun 1981

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	1 bundle	
MSS.303/CNC/82	Programmes 1 bundle	Jul-Oct 1981
MSS.303/CNC/83	Programmes 1 bundle	Nov-Dec 1981
MSS.303/CNC/84	Programmes 1 bundle	Jan-Mar 1982
MSS.303/CNC/85	Programmes 1 bundle	Apr-Aug 1982
MSS.303/CNC/86	Programmes 1 bundle	Sep-Dec 1982
MSS.303/CNC/87	Programmes 1 bundle	Jan-Apr 1983
MSS.303/CNC/88	Programmes 1 bundle	May-Sep 1983
MSS.303/CNC/89	Programmes 1 bundle	Oct-Dec 1983
MSS.303/CNC/90	Programmes 1 bundle	Jan-Apr 1984
MSS.303/CNC/91	Programmes 1 bundle	May-Sep 1984
MSS.303/CNC/92	Programmes 1 bundle	Oct-Dec 1984
MSS.303/CNC/93	Programmes 1 bundle	Jan 1985-Jul 1988
	<u><i>Provincial course and meeting programmes and attendance figures (indexed)</i></u>	1961-1969
MSS.303/CNC/31	Programmes and attendance figures 1 volume	1960-Sep 1966
MSS.303/CNC/32	Programmes and attendance figures	Sep 1961-Jan 1965

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	Book 1. 1 volume	
MSS.303/CNC/33	Programmes and attendance figures Book 2. 1 volume	Mar 1965-Oct 1966
MSS.303/CNC/34	Programmes and attendance figures Book 3. 1 volume	Oct 1966-Nov 1967
MSS.303/CNC/35	Programmes and attendance figures Book 4. 1 volume	Nov 1967-Dec 1968
MSS.303/CNC/36	Programmes and attendance figures Book 5. 1 volume	Sep 1966-Nov 1968
MSS.303/CNC/37	Programmes and attendance figures 1 volume	Jan-Dec 1969
	<u>Overseas/international department course, conference and visit programmes</u> Related material: These are also present in the general series of programmes.	1977-1984
MSS.303/CNC/94	Programmes 1 bundle	1973-1976
MSS.303/CNC/95	Programmes 1 bundle	1977-1978
MSS.303/CNC/96	Programmes 1 bundle	1979
MSS.303/CNC/97	Programmes 1 bundle	1983-1984
	<u>'History box files' (now in bundles or folders)</u>	1918-1988
MSS.303/HF/1/a	Lists of donations and subscriptions, 1921-1925; blank donation slips; letter of invitation from the IWS to Mr F H Young of Messrs J	1921-1925

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	Templeton and Company, William Street, Glasgow, for full membership of the society (2 copies)	
MSS.303/HF/1/b	Lists of members of the IWS, 1919-1920 and undated (one may be 1936).	1919-c1936
MSS.303/HF/1/c	Two organisation charts of the IWS. Copy of Industrial Welfare chart; copy Industrial Welfare in Wartime chart, and of pamphlet 'War production and the worker'. Also includes copy of letter from Leslie Burgin, Minister of Supply, to Commander Sir Charles Craven, chairman of the IWS, 13 Dec 1939.	
MSS.303/HF/1/d	Specimen invitation cards to receptions after visits to companies by the Duke of York	c1930
MSS.303/HF/1/e	Lists of firms (and subscriptions) related to the IWS in the Birmingham area	nd
MSS.303/HF/1/f	Selection of official pre-prepared letters	1926-1942
MSS.303/HF/1/g	Letters from Mr P K Hodgson to Mr Perry concerning the Duke of York, 1932; copy of letters of the Duke of York's Christmas message, Dec 1935	1932-1935
MSS.303/HF/1/h	Copies of opinions of companies about IWS 'Welfare', c1930; 9th International Congress on Industrial Health, 12-17 Sep 1948	c1930-1948
MSS.303/HF/1/i	Collection of pamphlets about the IWS and its activities and history, 1920-1944; 'Journal of Industrial Welfare', Jun 1937	1920-1944
MSS.303/HF/1/j	Information concerning the Boys Welfare Association. Scheme of supervision, council members, 'The boy in industry' by Robert Hyde.	nd
MSS.303/HF/1/k	Copy of a newscutting concerning business training, 1930; 'The human factor in industry', 1925; Duke of York's visits, 1928; copy of IWS calendar; note by the IWS	1925-1930

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	director, 1927	
MSS.303/HF/1/l	Poster for Brooklands motor race, a fund-raising event for the IWS and the Middlesex Hospital	nd
MSS.303/HF/1/m	Information relating to the role the IWS took in the Health and Happiness exhibition held at Olympia, 16-26 Jul 1930	1930
MSS.303/HF/1/n	An outline of the services of the IWS accident prevention department	nd
MSS.303/HF/1/o	Two copies of a catalogue with information concerning the book service department of the IWS	1920
MSS.303/HF/1/p	Memorandum and articles of association of the Boys' Welfare Association	1918
MSS.303/HF/1/q	Memorandum and articles of association of the IWS (Inc), Oct 1928; souvenir booklet on the visit of the Duke and Duchess of York to Valley Mills, Apperley Bridge on 27 Apr 1928	1928
MSS.303/HF/2/a	Annual reports of the council	1948-1966
MSS.303/HF/2/b	Various records Menu from the 40th anniversary year luncheon held at the Connaught Rooms, 25 Mar 1958. Typed sheet on the life of John Marsh, nd The League of Remembrance 1914-1945: registered under the War Charities Act 1940. Pamphlet. Duke of York's Camps, 1921-1939: list of campers with addresses Report on conference of council members and senior staff held at Roffey Park, 10-12 Jun 1949	1949-1965

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	King George VI and industry: a tribute, 1952	
	Pamphlet on the IWS including overseas services, 1962.	
	History sheet on 48, Bryanston Square, Robert Hyde House	
	'Journal of Industrial Welfare and Personnel Management', Nov-Dec 1952	
	Published minutes of the annual general meetings of 1955, 1960-1962 and 1965.	
	IWS pamphlets: 'Are we helping you?', 1951; 'We can help you', 1955; 'Services to industry', 1945 and 1950.	
	Memorandum and articles of association of the IWS (Inc), Mar 1950 and the Industrial Society, 9 Nov 1965.	
	IWS conferences, courses and meetings, 1954-1956.	
	IWS overseas activities pamphlet, 1958	
MSS.303/HF/3	Various records Final report of the feasibility study conference on a campaign for funds in the golden jubilee year, 19 Jul 1967; chart showing IWS senior staff organisation; 'The cat is out' cartoon drawing, nd; memorandum and articles of association of the IS, 14 Spr 1967; annual report of the council for the year ending 30 Jun 1967; courses and conferences information; IS membership subscription rates pocket guide, 1 May 1967.	1967
MSS.303/HF/4	Various records. List of campers attending golden jubilee reunion of Duke of York campers, 4 Jun 1968. Notes on the history of the Guildhall and the City of London. Programme from the reception at the Guildhall to celebrate	1968-1970

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the golden jubilee attended by Queen Elizabeth the Queen Mother, , 27 Mar 1968. Duke of Edinburgh' study conference: Who's where 1969 (a directory of members, study group secretaries and staff). '50 years in the thick of it', 'Financial Times' survey of the IS, 28 Mar 1968. Copy of ceremonial to be observed upon the occasion of a reception at the Guildhall to be attended by Prince Philip and the Queen Mother, 27 Mar 1968. Invitation card and guest list for the Guildhall reception, 27 Mar 1968. Programme for the golden jubilee thanksgiving service. 'The history of the Industrial Society, 1918-1968' by Elizabeth Sidney. Pamphlet for the jubilee year £500,000 fund-raising campaign. Invitation to D Fazakerley to attend a function held by Mrs Barbara Castle, Secretary of State for Employment and Productivity, 3 May 1968. 'The Times' special report 'Youth at work', 17 Dec 1968. Report on Youth at Work conference at the Royal Albert Hall and message from chairman to delegates, 17 Dec 1968. 'I'm backing Britain' poster. Leaflet on Supervisory Training Service. Information survey and report series: objectives of the IWS, 1964-1970. Annual report of the council for the year ending 30 Jun 1968. Courses and conferences directory, 1968.

MSS.303/HF/5

Various records.
Information concerning the meeting at Chelwood Vachery, 13-15 Jun 1969: objectives and programme. List of persons attending. Discussion papers: introduction by John Garnett; 'Effective leadership' by Andrew Forrest; 'Management union relations: communication' by Tim Vidal-Hall; 'Conditions of work and employment' by Bryan Stevens; 'The development of young employees' by Mark Wolfson; 'Commercial division' by Alan Bartlett. Addendum for group discussion. Courses and conferences programme. Annual general meeting minutes. Authorised staff

1969

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establishment, 1 Oct. Programme, summary of speeches and points of action from a conference for young people at work held at Manchester, 20 Oct. Action notes sheet with information on the IS and the council. Industrial Service Sheet no 3: communication. Catalogue of books and pamphlets available. Signed letter from Harold Wilson to the IS wishing success to the conference for young people at work , 20 Oct. IS in-company training brochure and information department brochure. Order of service of the annual church service held at St Mary's, Bryanston Square, 27 Jun. Guide to the organisation of the IS, 1 Jul. Book given to all members of IS staff giving information on its history and purpose and the the basic conditions of employment and facilities available. Annual report of the council for the year ending 30 Jun 1969.

MSS.303/HF/6

Various records.

1970

'Times' obituary of Leslie Cannon, 10 Dec. Objectives of the IS, 1970-1977. Authorised staff establishment guide, 1 Feb. Speech given by Edward Heath to the IS, 13 May. Annual report of council for the year ending 30 Jun 1970. Programme for an overseas department presentation, 27 Nov. 'Involvement at work', two-day conference programme, Nov, also 'Times' article, 23 Nov. Challenge of Industry information handbook on school conferences. Courses and conferences handbook. Staff handbook. Menu for a dinner held at the House of Commons by the IS on behalf of the Victorian Employers Federation of Australia, 30 Nov. Biography of Winifred McCullough on her death, 12 Mar. New action lunch: 'Constructive plan for human resources' by Geoffrey Gilbertson, 27 Feb. Extracts from a speech by the Solicitor General, Sir Geoffrey Howe, to the IS, 8 Dec.

MSS.303/HF/7

Various records.

1971

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Department of Employment and Productivity press notice giving extracts from a speech by Mr P Bryan, Minister of State, to the IS, 5 Aug. Copy of speech of the Secretary of State for Employment, Mr R Carr, to the IS, 2 Jul. Pete Runge House appeal brochure. Advert leaflet for the publication 'Industrial relations at work'. Courses and conferences directory. Programme for a conference on communication in the City, 7 Jun. Order of thanksgiving service for Miss E M Pepperell (died 24 May), at St Mary's, Bryanston Square, 29 Jun, and copies of addresses by John Marsh and John Garnett. IS pamphlet. Annual report of the council for the year ending 30 Jun 1971. Approved staff establishment, 1 Jul 1970-30 Jun 1971.

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| MSS.303/HF/8 | <p>Various records. 1972</p> <p>Courses and conferences directory. Annual report of the council for year ended 30 Jun 1972. Management and supervisory training programme. Pension and life assurance schemes for IS staff. Approved staff establishment, 1 Jul 1971-30 Jun 1972.</p> |
| MSS.303/HF/9 | <p>Various records. 1973</p> <p>Into Europe: people and work, conference programme, 4 Jan, also information concerning the meal, with biographical details of speakers and lists of those attending. Change of address card for Peter Runge House. Miss Maud Reed writing about Kathleen Skelley. Order of thanksgiving service for Kathleen Skelley held at St Marylebone parish church, 1 Mar. Order of annual service at St Mary's, Bryanston Square, 11 May. 'Times' report to mark the opening of Peter Runge House, 5 Apr. Conference centre and offices, the Mall, London: reprint from the 'Architectural Review', Jul. Annual report of the council for the year ending 30 Jun 1973. Staff handbook, Apr. Opening of Peter Runge House by Queen Elizabeth the Queen Mother, 5 Apr 1973: administrative details,</p> |

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- lists of order of presentation, guest lists, conference room list. Approved staff establishment, 1 Jul 1972-30 Jun 1973. Course directory. IS pamphlet on Peter Runge House.
- MSS.303/HF/10 Various records. 1974
 Programme of Duke of Edinburgh study conference on industry in society, 5-20 Jul. Annual report of the council for the year ending 30 Jun 1974. Approved staff establishment, 1 Jul 1973-30 Jun 1974. Course directory. United Kingdom Atomic Energy Research Establishment, Harwell: apprentice study tour organised by the IS, 7-11 Jul.
- MSS.303/HF/11 Various records. 1975
 Director's structure notes. Blues 1975-1985. Programme for a conference: Europe: people at work: where do we go from here?', 29 Jan. Directory of courses and conferences. 'Effective communication in a participative era', 1975 E W Hancock Paper given in Lanchester Polytechnic, Coventry, by John Garnett, 20 Mar. Duke of Edinburgh's study conference: Who's where in 1975, a directory of members, study group secretaries and staff. 'Management's responsibility for effective communication', 5th STC Communication Lecture by John Garnett. IS publicity leaflet. Guide to publications and visual training programmes on management and industrial relations, summer/autumn. leaflet on activities in Scotland, autumn/winter. Pocket guide to subscription rates, Sep. Annual report of the council for the year ending 30 Jun 1975. Staff handbook, Oct. Approved staff establishment, 1 Jul 1974-30 Jun 1975. Information and personnel advisory service leaflets; ballots and union recognition; in-company advisory and training services and schemes; commercial /office; public services.

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MSS.303/HF/12	<p>Various records.</p> <p>Objectives of the IS, 1976-1982. Directory of courses and conferences. Central services budget, 1975-1976. Annual report of the council for the year ending 30 Jun 1976. Central services staff accountability chart, 1 Feb and Dec. 6 months programme of activities in the central region, Jan-Jun. List of council members from 1 Jan. Approved staff establishments, 1 Jul 1975-30 Jun 1976. Approved staff budget, 1 Jul 1976-30 Jun 1977.</p>	1976
MSS.303/HF/13	<p>Various records.</p> <p>Directory of courses and conferences. Central services budget, 1977-1978. Annual report of the council for the year ending 30 Jun 1977. Central services staff accountability chart, 1 Jul. List of council members from 1 Jul. Approved staff budget, 1 Jul 1977-30 Jun 1978. Duke of Edinburgh's study conference 'New patterns of enterprise for a thriving society', 16-27 Sep: directory of members, plenary sessions and study tour programme for study groups A-M.</p>	1977
MSS.303/HF/14a	<p>Diamond jubilee church service and receptions</p> <p>24 May: order of service for church service; also invites and coach tickets (samples); guest lists for the service and the lunch; list of Duke of York Campers attending, arranged by years, with supplementary list; notes of programme for guests; lists of presentations to Queen Elizabeth the Queen Mother; memorandum to staff concerning conference room arrangements; action notes on church service; letter of invitation to Duke of York Campers; list of staff on duty at Peter Runge House and at St Mary's Church, and on transport duty; notes on reception of the Queen Mother at St Mary's Church; administrative list.</p>	1978

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1st June reception: guest list and supplementary guest list; notice to guests; notice to staff.

5th June reception: memorandum to staff; list of presentations to the Duke of Edinburgh; guest list and supplementary list; notice to all guests.

19th June reception: guest list and supplementary list; staff memorandum; guest notice; list of presentations to the Duke of Kent.

6th July reception: staff notice; invitation card; list of staff attending; notice to all attending.

10th July reception: invitation; guest list.

MSS.303/HF/14b	<p>Various records.</p> <p>'The Industrial Society 1918-1978' (with an introduction by John Garnett). copy of 'Times' supplement on the work of the IS, 27 Jan. Course directory. Central services budget, 1977-1978. Annual report of the council for the year ending 30 Jun 1978. Plan for development of the IS's work, 1978-1981. Approved staff budgets, 1 Jul 1977-30 Jun 1979. 'A special effort to achieve a wider understanding of industry and commerce: the Industrial Society 1918-1978: the Common Purpose'.</p>	1978
MSS.303/HF/15	<p>Various records.</p> <p>Objectives of the IS, 1976-1982. Annual report of the council for the year ending 30 Jun 1979. Approved staff budget, 1 Jul 1978-30 Jun 1979. Handbook for pensions scheme for IS employees. Staff handbook. Course directory. Notices of IS annual general meeting. The Observer Whitbread national Essay Award in association with the IS</p>	1979
MSS.303/HF/16	<p>Various records.</p>	1980

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	Objectives of the IS, 1976-1982. Course directory. 'Midlands - the future', talk by Moss Evans at an IS conference, 22 Aug. Visit to the Is by David Millman, midshipman, Royal Naval College, 14-18 Apr. Copies of card sent to the Queen Mother on her 80th birthday, and ceremonial programme of thanksgiving service. Annual report of the council for the year ending 30 Jun 1980. Approved staff budget, 1 Jul 1979-30 Jun 1980. IS St George's Day conference on the facts of the British economy, 23 Apr.	
MSS.303/HF/17	Various records. Annual report of the council for the year ending 30 Jun 1981. IS response to Green Paper on trade union immunities, Jun. Course directory. Duke of Edinburgh's Commonwealth Study Conference 'Who's where 1981' (directory of members, study group secretaries and staff). Director's bi-monthly reports, May-Dec 1981	1981
MSS.303/HF/18	Various records. Objectives of the IS, 1982-1988. Directory of courses. Approved staff budget 1 Jul 1981-30 Jun 1982. Letter of deposit by H Ketteridge of six letters in his possession coming from Farmfield, Horley, Surrey, a mental hospital for persons committed from the police courts, 1929-1930 and nd. Four of the letters were received by inmates, one was written by an inmate and another by an ex-inmate. Financial position of the EIS, 1981-1982. Director's bi-monthly report, Jan-Dec 1982. Annual report of the council for the year ended 30 Jun 1982. 'The achievements of the Industrial Society'.	1982
MSS.303/HF/19	Various records. Directory of courses. Annual report for the year ended 30 Jun 1983. Director's bi-monthly reports. Pamphlet on the 8th Simplified Reporting Awards (presented by 'Accountancy Age' in association with the	1983

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	IS. Pamphlets: Central and South-West region; training planner for that region. Pamphlet on the IS youth development department	
MSS.303/HF/20	Various records. Course directory. Staff handbook, Aug. Director's report to the executive committee on the work of Society, Sep/Oct. Annual report for the year ended 30 Jun 1984. Industrial Society pension scheme financial statements for the 9 months ended 31 Mar 1984. Book and audio-visual catalogues and price list, spring and autumn. Pamphlets: 'Who we are and what we do'; London department.	1984
MSS.303/HF/21	Various records. Annual reports, 1984-5 and 1985-6. Course directories, Jan-Dec 1985 and Jul 1985-Jun 1986. Student industrial Society national year book, 1985-6. Book and audio-visual catalogue, spring 1985 and 1988-89. Director's bi-monthly reports, 1985. Pamphlets: 'Spotlight on information services - aims of the service' (followed by supper), 11 Sep 1985; 'What the Industrial Society does'; 'Traning and advisory services for commercial organisations'.	1985-1986
MSS.303/HF/22	Various records. Course directories, Jan-Dec 1986 and Jul 1985-Jun 1986. Annual reports, 1985-6 and 1986-7. Annual general meeting, 17 Nov 1986. Report to staff for year ended 30 Jun 1986. Staff handbook, Sep 1986. Director's bi-monthly reports, Jul-Dec 1986. Books and audio-visual catalogues, 1986. Pamphlets: What the IS does; Information services; Industrial relations department services; Ideas unlimited (a joint IS/British Broadcasting Corporation competition to promote the use and benefits of suggestion schemes) first competition. Industry Year, 1986: programme of events; quiz and song sheet - Boosey and Hawkes brass band	1986-1987

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	quiz; organisations attending; workbook; souvenir programme; various speech scripts from the conference including that of John Garnett. IS pamphlet on courses, conferences and new events. Pamphlet on the IS information service and some of the companies which use it.	
MSS.303/HF/23	Various records. Course directory. Director's bi-monthly reports, Jan-Oct. Report to staff. The IS training initiative. A survey of training form. IS response to the Government Green Paper on trade unions and their members, May. IS financial report to staff for the four months to 31 Oct. Order of annual service at St Martin in the Fields, 15 May. Membership subscriptions rate pocket guide, Jan. Pepperell Unit Education Campaign. 'The IS - who we are and what we do'.	1987
MSS.303/HF/24	Various records. Publications and audio-visual lists. Pamphlets on: IS Southern region, IS industrial relations in-company services, IS information services, IS information and personnel advisory service, IS leadership and communication audit, professional development programme. Director's bi-monthly report, Jan/Feb. Pamphlet: 'Action '88. Our cities. Our future', 17 Mar. IS directory of services for voluntary organisations and charities. 'Trooping the Colour 11 Jun 1988. - an outsider's view of the Industrial Society (cartoons and text) by Amanda Caroline Massara.	1988
MSS.303/HF/25	Photographs Portraits of [Peter Runge] and unidentified middle-aged man in jacket and tie; 'Daily Star' Boss of the Year trophy; award presentation (negatives); people speaking at IS event, including Elizabeth Willis, Julia Cleverdon and Joanna Foster.	nd

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	<u>Newscuttings</u>	1918-1988
MSS.303/NC/1	Miscellaneous. Includes: reports about the Boys Welfare Association and its expansion into the IWS; letters from Robert Hyde to the the newspapers; reports on Prince Albert's involvement with the Society; reports on the supportive letter from David Lloyd George.	Apr 1918-Oct 1919
MSS.303/NC/2	Miscellaneous. Welfare work in industry in general, with some reference to women, with others specifically about the work of the IWS, including descriptions of workers' conditions both in England and overseas (e.g. the United States and Russia) and a separate article on welfare work in Leningrad, Sep 1935.	1920-1930
MSS.303/NC/3	Miscellaneous. General references to the IWS: reports of conference and provincial meetings; reports of meetings at headquarters, references to council members and staff and working/welfare conditions overseas (e.g. the United States and Holland); 'Financial Times' supplement, 'Industrial welfare, a century's progress', Jan 1950, containing an article by Robert Hyde.	1948-1950
MSS.303/NC/4	Miscellaneous. Residential courses; London and Area meetings; references to Society staff; references to council members, with information on a Swedish tour and Robert Hyde's retirement; pamphlet by John Marsh entitled 'The challenge to people at work'.	1951
MSS.303/NC/5A	Miscellaneous. Book reviews: filmstrips; IWS Journal quotes; residential conferences; canteens; general; King George VI supplement, with envelope containing loose cuttings referring to the setting up of the George VI Memorial Fund.	1952

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MSS.303/NC/5B	Miscellaneous. Death of King George VI; photographs of him at the Duke of York camps; his association in general with the IWS, including pictures of his visits to factories, and a tribute from Robert Hyde.	1952
MSS.303/NC/6	Miscellaneous. Book reviews; canteens; filmstrips; meetings; residential conferences; annual general meeting; the Duke of Edinburgh.	1953
MSS.303/NC/7	Miscellaneous. Book reviews; canteens; filmstrips; general; meetings; conferenes/courses.	1954
MSS.303/NC/8	Miscellaneous. Book reviews; canteens; Duke of Edinburgh Study Conference; filmstrips; general; meetings; residential conferences.	1955
MSS.303/NC/9	Miscellaneous. Book reviews; general; filmstrips; meetings; courses and conferences; canteens.	1956
MSS.303/NC/10	Miscellaneous. Conferences and meetings; general; reprints; reviews, with a pamphlet tribute to Lord Trent, and a pamphlet by John Marsh entitled 'Yourth and the Industrial Society' (the 18th Clarke Hall Lecture).	1957
MSS.303/NC/11a	Conferences only	1958
MSS.303/NC/11b	General; reviews; reprints	1958
MSS.303/NC/12a	Conferences only	1959
MSS.303/NC/12b	Reviews; general	1959
MSS.303/NC/13	Conferences; reviews; miscellaneous	1960
MSS.303/NC/14	Conferences; reviews; miscellaneous	1961
MSS.303/NC/15	Conferences; reviews; miscellaneous	1962

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MSS.303/NC/16a	Conferences only, with notes for a speech by Mr M Noble, Secretary of State for Scotland, at the IWS in Glasgow on 15 Nov 1963	1963
MSS.303/NC/16b	Reviews; miscellaneous; course diaries	1963
MSS.303/NC/17	Course diaries, etc	1964
MSS.303/NC/18	Conferences; book reviews; miscellaneous; course diaries	1965
MSS.303/NC/19	Conferences; book reviews; miscellaneous; course diaries	1966
MSS.303/NC/20	Conferences; book reviews; miscellaneous; course diaries	1967
MSS.303/NC/21a	Conferences; book reviews; miscellaneous with a copy report on trade union law and the Donovan Report; course diaries	1968
MSS.303/NC/21b	'I'm backing Britain' campaign; one relating to Prince Andrew; course diaries	1968
MSS.303/NC/22a	Miscellaneous. Book reviews subdivided as: absenteeism and action-centred leadership, behavioural sciences, employee handbook; Fairfields Experiment; handbook for receptionists and telephonists; law and the employer; man management; miscellaneous publications; model procedural agreements; sharing industry's future; surveys (catering and attitude). General newscuttings; articles by and about IS staff, letters to the press and miscellaneous.	1969
MSS.303/NC/22b	Miscellaneous. General; Miss Pepperell, annual report, George Brown lunch, outside events. Youth: youth at Work (Albert Hall, Bristol, Manchester, youth employee survey, Newcastle); Challenge of Industry; youth forms, Keble and Sussex; miscellaneous.	1969

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MSS.303/NC/22c	Conferences. Action-centred leadership, Belfast Circus. Barabara Castle, George Chattel Lunch, catering, course diaries, 'In place of strife', Leeds and Newcastle presentations. Miscellaneous courses: overseas, pensions, David Ennals, race relations, retail, secretaries, security.	1969
MSS.303/NC/23a	Miscellaneous; course diaires	Jan-Feb 1970
MSS.303/NC/23b	Miscellaneous; course diaires	Mar-May 1970
MSS.303/NC/23c	Miscellaneous; course diaires	Jun-Aug 1970
MSS.303/NC/23d	Miscellaneous; course diaires	Sep-Oct 1970
MSS.303/NC/23e	Miscellaneous; course diaires	Sep-Oct 1970
MSS.303/NC/23f	Newscuttings: conference on involvement at work	Nov 1970-Dec 1971
MSS.303/NC/24a	Newscuttings: miscellaneous; course diaires	Jan-Mar 1971
MSS.303/NC/24b	Miscellaneous; course diaires	Apr-Jun 1971
MSS.303/NC/24c	Miscellaneous; course diaires	Jul-Sep 1971
MSS.303/NC/24d	Miscellaneous; course diaires	Dec 1971
MSS.303/NC/25a	Miscellaneous; course diaires	Jan-Mar 1972
MSS.303/NC/25b	Miscellaneous; course diaires; British Association of Commercial and Industrial Education (BACIE) bibliography	Apr-May 1972
MSS.303/NC/25c	Miscellaneous; course diaires	Jun-Aug 1972
MSS.303/NC/25c	Miscellaneous; course diaires	Jun-Aug 1972
MSS.303/NC/25d	Miscellaneous; course diaires	Sep-Dec 1972
MSS.303/NC/25e	Wilberforce Enquiry; German campaign	1972
MSS.303/NC/26a	Miscellaneous; course diaires	Jan-Mar 1973

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MSS.303/NC/26b	Miscellaneous; course diaires	Apr-Jun 1973
MSS.303/NC/26c	Miscellaneous; course diaires	Jul-Dec 1973
MSS.303/NC/27a	Miscellaneous; course diaires	Jan-May 1974
MSS.303/NC/27b	Miscellaneous; course diaires	Jun-Dec 1974
MSS.303/NC/28a	Miscellaneous; course diaires	Jan-Jun 1975
MSS.303/NC/28b	Miscellaneous; course diaires	Jul-Dec 1975
MSS.303/NC/29	Miscellaneous	1976
MSS.303/NC/30a	Miscellaneous	Jan-Jun 1977
MSS.303/NC/30b	Miscellaneous	Jul-Dec 1977
MSS.303/NC/31a	Miscellaneous	Jan-Jun 1978
MSS.303/NC/31b	Miscellaneous	Jul-Dec 1978
MSS.303/NC/31c	'Five ways to commitment', special report for 'The Times' on the working environment by John Garnett, director of the IS	27 Jan 1978
MSS.303/NC/32a	Miscellaneous	Jan-Jun 1979
MSS.303/NC/32b	Miscellaneous	Jul-Dec 1979
MSS.303/NC/33	Miscellaneous [missing]	1980
MSS.303/NC/34a	Miscellaneous	Jan 1981
MSS.303/NC/34b	Miscellaneous	Feb 1981
MSS.303/NC/34c	Miscellaneous	Mar 1981
MSS.303/NC/34d	Miscellaneous	Apr 1981
MSS.303/NC/34e	Miscellaneous	May 1981
MSS.303/NC/34f	Miscellaneous	JUn 1981
MSS.303/NC/34g	Miscellaneous	Jul 1981

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MSS.303/NC/34h	Miscellaneous	Aug 1981
MSS.303/NC/34i	Miscellaneous	Sep 1981
MSS.303/NC/34j	Miscellaneous	Oct 1981
MSS.303/NC/34k	Miscellaneous	Nov 1981
MSS.303/NC/34l	Miscellaneous	Dec 1981
MSS.303/NC/35a	Broadcasts. Includes copy of a speech by Mr T Burns, Chief Economic Adviser to the Treasury, 'Pay this winter', 25 Jan.	Jan 1982
MSS.303/NC/35b	Broadcasts	Feb 1982
MSS.303/NC/35c	Broadcasts; the IS's response to the Employment Bill; a fact sheet on a Trades Union Congress conspiracy against the Tebbit legislation	Mar 1982
MSS.303/NC/35d	Broadcasts	Apr 1982
MSS.303/NC/35e	Broadcasts	May 1982
MSS.303/NC/35f	Broadcasts	Jun 1982
MSS.303/NC/35g	Broadcasts	Jul 1982
MSS.303/NC/35h	Broadcasts	Aug 1982
MSS.303/NC/35i	Broadcasts	Sep 1982
MSS.303/NC/35j	Broadcasts	Oct 1982
MSS.303/NC/35k	Broadcasts	Nov 1982
MSS.303/NC/35l	Broadcasts	Dec 1982
MSS.303/NC/36a	Broadcasts; press plans and results	Jan-Apr 1983
MSS.303/NC/36b	Broadcasts; press plans and results	Mar-Jul 1983
MSS.303/NC/36c	Broadcasts; press plans and results	Aug-Dec 1983

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MSS.303/NC/37a	Broadcasts; press plans and results	Jan-Apr 1984
MSS.303/NC/37b	Broadcasts; press plans and results	May-Dec 1984
MSS.303/NC/38a	Broadcasts; press plans and results	1985
MSS.303/R/1	'Press results' [cuttings featuring IS]	Apr 1985
MSS.303/R/2	'Press results' [cuttings featuring IS]	May 1985
MSS.303/R/3	'Press results' [cuttings featuring IS]	Jun 1985
MSS.303/R/4	'Press results' [cuttings featuring IS]	Jul-Aug 1985
MSS.303/R/5	'Press results' [cuttings featuring IS]	Sep 1985
MSS.303/R/6	'Press results' [cuttings featuring IS]	Oct 1985
MSS.303/R/7	'Press results' [cuttings featuring IS]	Nov 1985
MSS.303/R/8	'Press results' [cuttings featuring IS]	Dec 1985
MSS.303/R/9	'Press results' [cuttings featuring IS]	Jan 1986
MSS.303/R/10	'Press results' [cuttings featuring IS]	Feb 1986
MSS.303/R/11	'Press results' [cuttings featuring IS]	Mar1986
MSS.303/R/12	'Press results' [cuttings featuring IS]	Apr 1986
MSS.303/R/13	'Press results' [cuttings featuring IS]	May 1986
MSS.303/R/14	'Press results' [cuttings featuring IS]	Jun 1986
MSS.303/R/15	'Press results' [cuttings featuring IS]	Jul-Aug 1986
MSS.303/R/16	'Press results (nationals)' [cuttings featuring IS]	Jul-Aug 1986
MSS.303/R/17	'Press results (regionals)' [cuttings featuring IS]	Jul-Aug 1988
MSS.303/R/18	'Press results' [cuttings featuring IS]	Sep 1986
MSS.303/R/19	'Press results' [cuttings featuring IS]	Oct 1986

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MSS.303/R/20	'Press results (trade, technical, etc)' [cuttings featuring IS]	Oct 1986
MSS.303/R/21	'Press results' [cuttings featuring IS]	Nov 1986
MSS.303/R/22	'Press results (trade, technical, etc)' [cuttings featuring IS]	Nov 1986
MSS.303/NC/39a/1	Miscellaneous	Apr 1988
MSS.303/NC/39a/2	Miscellaneous	May 1988
MSS.303/NC/39a/3	Miscellaneous	Jun 1988
MSS.303/NC/39b	Miscellaneous	Jul-Sep 1988
MSS.303/NC/39c	Miscellaneous	Oct-Nov 1988
MSS.303/NC/39d	Miscellaneous	Nov-Dec 1988
	<u>Press releases and related correspondence and papers</u>	1978-1988
MSS.303/PR1-3g	Press releases and related correspondence and papers	1978-1981
MSS.303/PR4a-Fiv	Press releases	1982
MSS.303/PR4Fv-5J	Press releases	1982-1983
MSS.303/PR6-10	Press releases	1984-1988
	<u>IWS/IS Journal (various names)</u>	1918-1988
	<u>Book-bound editions</u>	1918-1984
MSS.303/B19/1/1	'The Boys' Welfare Journal'/'The Boys' Welfare Journal' and 'Industrial Welfare Journal' , volume 1 1 volume	Nov 1918-Dec 1919
MSS.303/B19/1/2	'The Journal of Industrial Welfare', volume 2 numbers 1-12 1 volume	Jan-Dec 1920

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MSS.303/B19/1/3	'The Journal of Industrial Welfare', volume 3 numbers 1-12 1 volume	Jan-Dec 1921
MSS.303/B19/1/4	'Industrial Welfare', volume 4 numbers 1-12 1 volume	Jan-Dec 1922
MSS.303/B19/1/5	'Industrial Welfare', volume 5 numbers 1-12 1 volume	Jan-Dec 1923
MSS.303/B19/1/6	'Industrial Welfare', volume 6 numbers 1-12 1 volume	Jan-Dec 1924
MSS.303/B19/1/7	'Industrial Welfare', volume 7 numbers 1-12 1 volume	Jan-Dec 1925
MSS.303/B19/1/8	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 8 numbers 1-12 1 volume	Jan-Dec 1926
MSS.303/B19/1/9	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 9 numbers 1-12 1 volume	Jan-Dec 1927
MSS.303/B19/1/10	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 10 numbers 1-12 1 volume	Jan-Dec 1928
MSS.303/B19/1/11	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 11 numbers 1-12 1 volume	Jan-Dec 1929
MSS.303/B19/1/12	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 12 numbers 1-12 1 volume	Jan-Dec 1930
MSS.303/B19/1/13	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 13 numbers 1-12 1 volume	Jan-Dec 1931

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MSS.303/B19/1/14	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 14 numbers 1-12 1 volume	Jan-Dec 1932
MSS.303/B19/1/15	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 15 numbers 1-12 1 volume	Jan-Dec 1933
MSS.303/B19/1/16	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 16 numbers 1-12 1 volume	Jan-Dec 1934
MSS.303/B19/1/17	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 17 numbers 1-12 1 volume	Jan-Dec 1935
MSS.303/B19/1/18	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 18 numbers 1-12 1 volume	Jan-Dec 1936
MSS.303/B19/1/19	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 19 numbers 1-12 1 volume	Jan-Dec 1937
MSS.303/B19/1/20	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 20 numbers 1-12 1 volume	Jan-Dec 1938
MSS.303/B19/1/21	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 21 numbers 1-12 1 volume	Jan-Dec 1939
MSS.303/B19/1/22	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 22 numbers 1-12 1 volume	Jan-Dec 1940
MSS.303/B19/1/23	'The Journal of Industrial Welfare and	Jan-Dec 1941

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	Personnel Management (incorporating 'Industrial Safety')', volume 23 numbers 1-12 1 volume	
MSS.303/B19/1/24	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 24 numbers 1-12 1 volume	Jan-Dec 1942
MSS.303/B19/1/25	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 25 numbers 1-12 1 volume	Jan-Dec 1943
MSS.303/B19/1/26	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 26 numbers 1-12 1 volume	Jan-Dec 1944
MSS.303/B19/1/27	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 27 numbers 1-12 1 volume	Jan-Dec 1945
MSS.303/B19/1/28	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 28 numbers 1-12 1 volume	Jan-Dec 1946
MSS.303/B19/1/29	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 29 numbers 1-12 1 volume	Jan-Dec 1947
MSS.303/B19/1/30	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 30 numbers 1-12 1 volume	Jan-Dec 1948
MSS.303/B19/1/31	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 31 numbers 1-12 1 volume	Jan-Dec 1949
MSS.303/B19/1/32	'The Journal of Industrial Welfare and Personnel Management (incorporating	Jan-Dec 1950

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	'Industrial Safety')', volume 32 numbers 1-12 1 volume	
MSS.303/B19/1/33	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 33 numbers 1-12 1 volume	Jan-Dec 1951
MSS.303/B19/1/34	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 34 numbers 1-12 1 volume	Jan-Dec 1952
MSS.303/B19/1/35	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 35 numbers 1-12 1 volume	Jan-Dec 1953
MSS.303/B19/1/36	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 36 numbers 1-12 1 volume	Jan-Dec 1954
MSS.303/B19/1/37	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 37 numbers 1-12 1 volume	Jan-Dec 1955
MSS.303/B19/1/38	'The Journal of Industrial Welfare and Personnel Management (incorporating 'Industrial Safety')', volume 38 numbers 1-12 1 volume	Jan-Dec 1956
MSS.303/B19/1/39	'Industrial Welfare', volume 39 numbers 1-12 1 volume	Jan-Dec 1957
MSS.303/B19/1/40	'Industrial Welfare', volume 40 numbers 1-12 1 volume	Jan-Dec 1958
MSS.303/B19/1/41	'Industrial Welfare', volume 41 numbers 1-12 1 volume	Jan-Dec 1959
MSS.303/B19/1/42	'Industrial Welfare', volume 42 numbers 1-	Jan-Dec 1960

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	12 1 volume	
MSS.303/B19/1/43	'Industrial Welfare', volume 43 numbers 1-12 1 volume	Jan-Dec 1961
MSS.303/B19/1/44	'Industrial Welfare', volume 44 numbers 1-12 1 volume	Jan-Dec 1962
MSS.303/B19/1/45	'Industrial Welfare', volume 45 numbers 1-12 1 volume	Jan-Dec 1963
MSS.303/B19/1/46	'Industrial Welfare', volume 46 numbers 1-12 1 volume	Jan-Dec 1964
MSS.303/B19/1/47	'Industrial Welfare', volume 47 numbers 1-12 1 volume	Jan-Dec 1965
MSS.303/B19/1/48	'Industrial Welfare', volume 48 numbers 1-12 1 volume	Jan-Dec 1966
MSS.303/B19/1/49	'Industrial Welfare', volume 49 numbers 1-12 1 volume	Jan-Dec 1967
MSS.303/B19/1/50	'Industrial Welfare', volume 50 numbers 1-12 1 volume	Jan-Dec 1968
MSS.303/B19/1/51	'Industrial Welfare', volume 51 numbers 1-12 1 volume	Jan-Dec 1969
MSS.303/B19/1/52	'Industrial Society', volume 52 numbers 1-12 1 volume	Jan-Dec 1970
MSS.303/B19/1/53	'Industrial Society', volume 53 numbers 1-12 1 volume	Jan-Dec 1971
MSS.303/B19/1/54	'Industrial Society', volume 54 numbers 1-12	Jan-Dec 1972

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	1 volume	
MSS.303/B19/1/55	'Industrial Society', volume 55 numbers 1-12 1 volume	Jan-Dec 1973
MSS.303/B19/1/56	'Industrial Society', volume 56 (8 editions) 1 volume	Jan-Dec 1974
MSS.303/B19/1/57	'Industrial Society', volume 57 (6 bi-monthly editions) 1 volume	Jan-Dec 1975
MSS.303/B19/1/58	'Industrial Society', volume 58 (6 bi-monthly editions) 1 volume	Jan-Dec 1976
MSS.303/B19/1/59	'Industrial Society', volume 59 (6 bi-monthly editions) 1 volume	Jan-Dec 1977
MSS.303/B19/1/60	'Industrial Society', volume 60 (6 bi-monthly editions) 1 volume	Jan-Dec 1978
MSS.303/B19/1/61	'Industrial Society', volume 61 (6 bi-monthly editions) 1 volume	Jan-Dec 1979
MSS.303/B19/1/62	'Industrial Society', volume 62 (6 editions) 1 volume	Jan-Dec 1980
MSS.303/B19/1/63	'Industrial Society', volume 63 (editions for Mar, Jun, Sep and Dec) 1 volume	Mar-Dec 1981
MSS.303/B19/1/64	'Industrial Society', volume 64 (editions for Mar, Jun, Sep and Dec) 1 volume	Mar-Dec 1982
MSS.303/B19/1/65	'Industrial Society', volume 65 (editions for Mar, Jun, Sep and Dec) 1 volume	Mar-Dec 1983
MSS.303/B19/1/66	'Industrial Society', volume 66 (editions for Mar, Jun, Sep and Dec) 1 volume	Mar-Dec 1984

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	<u>Editions in string-binders or loose.</u>	1924-1988
	The editions for 1924-1930 differ from the book-bound editions for those years in having their original covers.	
MSS.303/B19/1/67	'Industrial Welfare' 1 binder	Nov 1924-Dec 1925
MSS.303/B19/1/68	'Industrial Welfare' 1 binder	Jan-Dec 1926
MSS.303/B19/1/69	'Industrial Welfare' 1 binder	Jan-Dec 1927
MSS.303/B19/1/70	'Industrial Welfare' 1 binder	Jan-Dec 1928
MSS.303/B19/1/71	'Industrial Welfare' 1 binder	Jan-Dec 1930
MSS.303/B19/1/72	'Industrial Society'/'IS Industrial Society Magazine' Mar 1985, Dec 1986, Mar, Jun, Sep & Dec 1987, Mar, Jun & Sep 1988. 9 editions	Mar 1985-Jun 1988
	<u>'Members' Bulletin'</u>	1928-1967
MSS.303/MB/1	Members Bulletin Includes special issue on National Health Insurance and contributory pensions (IWS in conjunction with the Institute of Labour Management Incorporated and the London Association of Welfare Supervisors), Nov 1934.	1928-1951
MSS.303/MB/2	Members Bulletin. Include: pamphlet on age and employment based on the first report of the National Advisory Committee on the Employment of Older Men and Women, Nov 1953; pamphlet on 1954 summer courses and coaching holidays arranged by the Central Council of Physical Recreation and Governing Bodies of Sport, March 1954;	1952-1967

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'Notes on canteens in the USA' and 'An appointments service to help employers run by the Ministry of Labour and National Service', July 1955; IWS suggestion schemes form and information on the Duke of Edinburgh's Study Conference, Jul 1956; information on convalescence and rest breaks, Mar 1957; 'Useful reading matter for employees at all levels', Sep 1957; suggestion scheme survey form, May 1958; demonstration of seven new sound filmstrips programme, Jul 1958; edition includes holiday survey form, Sep 1958; notes on the 31st annual general meeting, Jan 1959; notes on the information service and suggestion scheme posters, Jul 1959; notes on the 32nd annual general meeting, Nov 1959; notes on the British National Conference on Social Work, IWS study tour of Holland (24-30 Apr 1960), the new Factories Act supplement, suggestion scheme survey form, Mar 1960; the Macalister Brew courses for girls - the National Association of Mixed Clubs and Girls' Clubs, Sep 1960; notes on the 33rd annual general meeting, Nov 1960; suggestion scheme survey results and notes on 34th annual general meeting, Jan 1962; notes on manual lifting and handling service, May 1962; notes on IWS conference reports, Jul 1962; notes on the 35th annual general meeting, Nov 1962; notes on IWS vacancies for experienced trainers and supervisors, May 1963; notes on the 36th and 37th annual general meetings, Nov 1963 and Nov 1964; notes on the 1st and 2nd annual general meetings under the Industrial Society name, Nov 1965 and Nov 1966; questionnaire on the bulletin, Mar. 1966.

'Notes for managers'

1960s-1980s

MSS.303/P/NM/1

Numbers 1-10 (various editions)
 'Training your supervisors'; 'The manager's responsibility for communication'; 'Training

1960s-1970s

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	your staff'; 'Using staff training techniques'; 'Being a supervisor in a factory'/Effective supervision in a factory'; 'Being a supervisor in retail distribution'; 'Being a supervisor in an office'/Effective supervision in an office'; 'A guide to employment practices'; 'A practical guide to joint consultation'; 'The manager's guide to setting targets'. 1 bundle	
MSS.303/P/NM/2	Numbers 11-20 (various editions) 'Industrial relations'; 'The manager's responsibility for safety'; 'Job evaluation'; 'The manager as team leader'; 'Absenteeism'; 'The manager's guide to the behavioural sciences'; 'Salary administration'/Salary management'; 'Appraisal and appraisal interviewing'; 'Delegation'; 'Changing wage structures'. 1 bundle	1960s-1970s
MSS.303/P/NM/3	Numbers 21-31 (various editions) 'Induction'; 'management training by the Do-It-Yourself system'; 'White-collar unions'; 'Selection interviewing'; 'Effective team building'; 'Chairmanship and discussion leading'; 'Effective discipline'; 'Supervisors: their selection, training and development'; 'Decision-taking'; 'The manager's responsibility for health'; 'Effective use of time'. 1 bundle	1970s
MSS.303/P/NM/4	Unnumbered editions, mainly of earlier titles. 'Effective discipline'; 'Target setting'; 'Managing change'; 'Salary management'; 'Motivation'; 'Supervisors their selection training and development'; 'Structure of work groups'; 'Selection interviewing'; 'The manager's guide to target setting'; 'Industrial relations'; 'Effective use of time'; 'Decision taking'; 'Induction'; 'Effective supervision in the office'; 'Effective supervision in a factory'; 'Effective management of the public service'; 'A practical guide to joint	1980s

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	consultation'; 'A guide to employment practices'; 'Absenteeism'; 'Delegation'; 'Appraisal and appraisal interviewing'; 'Training your staff'; 'The manager's responsibility for communication'; 'The manager's guide to the behavioural sciences'.	
	1 bundle	
	<u>Briefings and newsletters</u>	1972-1988
MSS.303/IB/1	'Overseas Briefing'/'International Briefing' 'Briefing': various correspondence, 1977-1978. Autumn/winter 1977, 1st issue: visit to Nigeria; course dates and training officers' tutorial. Spring 1978: visit to Barbados by Betty Sharp; seminar in Tunisia. 'Overseas Briefing': no 2, 1978; nos 1-2, 1979. 'International Briefing': no 2, 1981; no 1, 1982; nos 1-2, 1983; no 1, 1984; no 1, 1985; winter issue, 1987; no 1, 1988.	1977-1988
MSS.303/BB/1	'Briefing and Current Events'. Sep-Dec 1972; Jan-Dec 1973; Jan-May, Jul-Dec 1974; Jan-May, Jul-Dec 1975 (October issue deals with briefing for local authorities); Jan-May, Jul-Dec 1976; Jan-May, Jul-Dec 1977; Jan-May, Aug-Dec 1978; Jan-May, Jul-Dec 1979; Jan-Feb, May, Jul-Dec 1980; Jan-Feb, Apr, May, Jul-Dec 1981; Jan, Feb, Apr and Oct, 1982; Dec 1983; Mar, Sep, Nov and Dec 1984; Mar, Jul, Sep-Dec 1985.	1972-1985
MSS.303/BB/2	Various briefings. 'Public Service Briefing': no 1, 1983; no 1, 1984; 'Education for Industrial Society Briefing': May 1985; spring 1986; 'The Pepperell Unit Briefing', winter, issue 2, 1985; autumn, issue 3, 1986; spring, issue 4, autumn, issue 5, 1987. 'Briefing and Current Events', Mar, May-Jul and special issue, 1986; Jan, Mar-May, Sep, Oct, 1987; Jan, Feb Apr, May, Jul, 1988. 'Briefing', Oct & Nov 1988, 'Education Briefing', spring	1983-1988

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1988.

MSS.303/IN/1/1

Information department newsletters.
Newsletter 0, Jul 1983. Contains information on: the Queen's Speech, equal pay, health and safety, the European Economic Community (EEC), enquiries on office temperature, discipline, training, redundancy, contract of employment.

1983-1987

Newsletter 1, Oct 1983. Contains information on: EEC, Commission for Racial Equality, Fair Wages Resolution, equal pay, enquiries on maternity, discipline, health and safety, recruitment, selection and training (Youth Training Scheme).

Newsletter 2, Nov 1983. Contains information on: EEC, Trade Union Bill, Data Protection Bill, Equal Pay (Amendments) Regulations 1983, enquiries on starting dates, contracts of employment, holidays, redundancy, salaries (payment in lieu of notice).

Newsletter 3, Dec-Jan 1983-1984. Contains information on: Trade Union Bill, pensions, Statutory Sick Pay, Equal Pay (Amendment) Regulations 1983 and the EEC, enquiries on overpayment of redundancy money, references, work permits and factory inspectors.

Newsletter 4, Feb 1984. Contains information on: data protection, Employment Protection Act payments, Statutory Sick Pay, reporting employee involvement, Commission for Racial Equality, Job Release Scheme, Youth Training Scheme, enquiries on equal value claims, divulging employee information, turban colour, working out notice.

Newsletter 5, Mar 1984. Contains information on: Trade Union Bill, political levy, data protection, equal pay, codes of

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practice, pensions, training for jobs, occupational health, enquiries on redundancy rates of pay, apprenticeship, contracts of employment and period of notice.

Newsletter 6, Apr 1984. Contains information on: Trade Union Bill, pensions, hours, equal pay, Save as You Earn linked share option schemes, race relations, Youth Training Scheme, new publications, enquiries on recruitment, employee protection, maternity and retirement.

Newsletter 7, May 1984. Contains information on: data protection, the closed shop, outworkers, Truck Acts, new publications, enquiries on health and safety, maternity, data protection and contract of employment.

Newsletter 8, Jun 1984. Contains information on: occupational pensions, data protection, the closed shop, Trade Union Bill, the EEC, enquiries on redundancy pay and retirement, health, wages and continuity of employment.

Newsletter 9, Jul 1984. Contains information on: portable pensions (personal schemes), Trade Union Bill, Data Protection Act, part-time work, health and safety, asbestos, the EEC, enquiries on maximum temperatures, window cleaning contractors, notice and dismissal.

Newsletter 10, Sep 1984. Contains information on: Trade Union Act 1984, redundancy rebate, Youth Training Scheme allowance, part-time work, Data Protection Act, EEC update, unfair dismissal, maternity leave and redundancy.

Newsletter 11, Oct 1984. Contains information on: working time, equal pay, Trade Union Act 1984, ethnic minorities,

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redundancy grants, redundancy rebate, maternity rights, redundancy, holidays.

Newsletter 12 , Nov 1984. Contains information on: Truck Acts, the closed shop, sex discrimination, Trades Union Congress, equal pay, Data Protection Act, Christmas holidays, training, Economic and Social committee, holiday pay, retirement.

Newsletter 13, Dec 1984-Jan 1985. Contains information on: funds for trade union ballots, Statutory Sick Pay, pensions, employment protection, no-strike deals, share schemes, health and safety, unemployment pay, Truck Acts.

Newsletter 14, Feb 1985. Contains information on: industrial tribunal procedures, funds for trade union ballots, new rates for Statutory Sick Pay, new code of practice on the employment of disabled people, pensions, EEC update, discipline, maternity leave.

Newsletter 15, Mar 1985. Contains information on: the Budget, parental leave, data protection, health and safety, visual display units, pensions, EEC, redundancy, rehabilitation of offenders.

Newsletter 16 , Apr 1985. Contains information on: unfair dismissal, employment, Sunday trading, Wages Councils, Equal Opportunities Commission Code of Practice, certification officer, BIM, EEC update, notice, holiday and maternity leave.

Newsletter 17, May 1985. Contains information on: Nissan agreement, closed shop, equal pay, shops opening hours, unfair dismissal, pensions, State Earnings-Related Pension Scheme (SERPS), early retirement, holidays, redundancy.

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Newsletter 18 , Jun 1985. Contains information on: National Insurance, pensions, Sunday trading, Wages Councils, health and safety (visual display units), redundancy, money in lieu of notice, part-time work while on maternity leave.

Newsletter 20 [sic], Jul/Aug 1985. Contains information on: Wages Councils, data protection, Social Security Act, health and safety, adult training, Youth Training Scheme, EEC update, inventions, holidays.

Newsletter 21, Sep 1985. Contains information on: absence, new rights for employees in occupational pension schemes, Social Security Act 1985, pensions scheme information to unions, Statutory Sick Pay, ballot provision at Sanyo, data protection, EEC update, inducement of employees, contracts of employment.

Newsletter 22, Oct 1985. Contains information on: shorter working week, State Earnings-Related Pension Scheme (SERPS), discrimination and retirement, Wages Councils, equal pay for work of equal value, reporting of accidents, National Insurance, payment of wages to absent employees, transfer of workers.

Newsletter 23, Nov 1985. Contains information on: the Queen's Speech, Wages Bill, social security, sex equality, Shops Bill, data protection, equal pay, verbal resignation, maternity.

Newsletter 24, Dec 1985. Contains information on: Shops Bill, health and safety, deregulation, redundancy food reduction, employment protection agreements, maternity, legislation update, Federation Union of Managerial and Professional Officers (public service union), pensions (early leavers), EEC (parental

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leave).

Newsletter 26 , Feb 1986. Contains information on: Wages Bill, Social Security Bill, maternity allowance, Statutory Sick Pay rates, visual display units, reporting accidents, asbestos, EEC, maternity, race.

Newsletter 27 and 28, Mar/Apr 1986. Contains information on: sex discrimination and retirement, Sex Discrimination Bill, Wages Bill, Financial Services Bill, Social Security Bill, Shops Bill, Statutory Sick Pay, health and safety, self-employed, drivers' hours, data protection, visual display units, TYS, EEC, maternity and fixed term contracts.

Newsletter 29, May 1986. Contains information on: Wages Bill, redundancy rebate, Social Security Bill, Sex Discrimination Bill, copyright, drivers' hours, data protection, maternity, deregulation, employees' references (breach of confidence).

Newsletter 30, Jun 1986. Contains information on: legislation processes in the United Kingdom (consultation, private members' bills, public bills), industrial tribunal (unfair dismissal, reasons for dismissal, maternity - right to return to work), sex discrimination (training), statement of terms and conditions (discipline and grievance), time off for trade union duties, part-time work (qualification for employment rights, transfer of undertakings).

Newsletter 31 and 32, Jul/Aug 1986. Contains information on: Wages Act 1986, Sex Discrimination Bill, Social Security Act 1986, drivers' rules, Advisory, Conciliation and Arbitration Service (ACAS) code of practice, vocational training, pensions, profit-related pay, employee committee,

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redundancy pay, payment to imprisoned employee.

Newsletter 33, Sep 1986. Contains information on: pay trends, drivers' hours, Wages Councils, noise, tax concessions for suggestion schemes, health care at work, right to return to work, termination date, redundancy rebate.

Newsletter 34, Oct 1986. Contains information on: forthcoming legislation, unemployment, Unemployment Benefit, profit-related pay, pensions, data registration, EEC, sex change, payment of wages.

Newsletter 35, Nov 1986. Contains information on: Queen's Speech, Copyright Bill, Sex Discrimination Act, Statutory Sick Pay rates, Engineering Employers Federation/Confederation of Shipbuilding and Engineering Unions joint report, Wage Councils, equal pay for work of equal value, ethnic minorities, Confederation of British Industry, health and safety in small businesses, women in insurance, redundancy, maternity leave.

Newsletter 36 , Dec 1986-Jan 1987. Contains information on: quality circles, Consumer Protection Bill, Advisory, Conciliation and Arbitration Service (ACAS) code of practice on disciplinary and related procedures, profit-related pay, suggestion schemes, maternity leave, dismissal.

In-Form Newsletter 37, Mar 1987. Contains information on: Advisory, Conciliation and Arbitration Service (ACAS) code of practice on disciplinary and related procedures, Give as You Earn, Trade Union Green Paper, redundancy pay and unfair dismissal awards, Statutory Sick Pay, Statutory Maternity Pay, Youth Training Scheme allowances, relocation, Acquired Immune

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Deficiency Syndrome (AIDS).

In-Form Newsletter 38, Apr 1987. Contains information on: Consumer Protection Bill, equal pay, Give as You Earn, pensions, profit-related pay, maternity leave, Sex Discrimination Act.

In-Form Newsletter 39, May 1987. Contains information on: Advisory, Conciliation and Arbitration Service (ACAS) annual report 1986, Acquired Immune Deficiency Syndrome (AIDS), job share, Job Training Scheme, pensions, profit-related pay, trade union reforms, relocation of employee, time off for trade union activity.

In-Form Newsletter 40, Jul 1987. Contains information on: the Budget, compulsory tendering, copyright, the Manpower Services Commission, trade unions, Youth Training Scheme, Consumer Protection Act, Job Training Scheme, back-dated pay increase for leavers, company car, illness while outside the EEC, notice period and Statutory Maternity Pay, new publications.

In-Form Newsletter 41, Sep 1987. Contains information on: pension changes, new publications.

In-Form Newsletter 42, Oct/Nov 1987. Contains information on: data protection, EEC, Employment Bill, engineering agreement, London weighting, Manpower Services Commission, National Economic Development Council, equalising retirement ages, back-dated pay increase.

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Information technology newsletters. Newsletter no 1, Sep 1985. Contains information on: keeping data processing staff in the dark; health and safety on visual display units; helping reduce unemployment in the west of England; course dates, Sep/Oct 1985.

1985-1988

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Newsletter no 2, Oct 1985. Contains information on: technology and productivity; word processors; managing information systems; course dates, Oct-Dec 1985.

Newsletter no 3, Nov 1985. Contains information on: how to keep your computer staff; working conditions of staff using visual display units; work breaks for visual display unit staff; course dates, Nov 1985-Feb 1986.

Newsletter no 27, Mar 1988. Contains information on: in-house management; training; health care; data preparation supervisor; course dates.

Newsletter no 28, Apr 1988. Contains information on: staff poachability; customer care in computing; course dates.

Newsletter no 30. Contains information on: proof-reading; study conferences; customer service in computing; course dates.

Newsletter no 31. Contains information on: advisory service; computer staff problems; course dates.

Quarterly Bulletin, summer/autumn 1988. Contains information on: skills shortage; training; course dates.

Newsletter no 29. Contains information on: new micros for managers; computers in the Health Service; training people to use micros, computers and word processing.

MSS.303/IN/1/3

Computer department newsletters.
 Newsletter no 1, Feb 1987. Contains information on: people in the computer unit; growth of the computer department; training plans; new Wordstar terminal; networking the system; significant achievements.

1987-1988

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Newsletter no 3, May 1987. Contains information on: training news; central inputting team; membership computer training; project teams; networking progress; significant achievements.

Newsletter no 4, Jun 1987. Contains information on: training news; central inputting team; computer training; significant achievements.

Newsletter no 5, Jul 1987. Contains information on: training news; central inputting team; departures; arrivals (staffing); temporary extra bodies; membership strips; help desk; significant achievements.

'Who we are and what we do', details of the department with accountability chart as at 7 Mar 1988.

Newsletter no 6. Contains information on: training; inputting; mailing lists; significant achievements.

Newsletter no 7. Contains information on: training; standards of performance; troubleshooting manual; new programmes; changes in computer department staff; significant achievements.

Newsletter no 9. Contains information on: training; membership database; computer inputting; new equipment; significant achievements.

- MSS.303/IN/1/4 Youth Training Scheme Herald newsletters. 1984
 Newsletter no 1, Oct 1984. Contains information on: staff at the Accredited Centre for East and West Sussex and Surrey; work experience providers; visits; roadshow of training materials; course for adults; off-the-job training.
- Newsletter no 2, Nov 1984. Contains

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	information on: your local link; Bexhill - coping with special needs; courses for adults; visits; logbooks and certificates.	
	Newsletter. Contains information on: YTS action packs: 'work', 'making the most of yourself', 'the world we live in', 'life for living', 'job search', 'new technology'.	
MSS.303/IN/1/5	Pepperell Unit newsletter issues 6-7 spring and summer 1988 Contains information on: change of opportunity (Joanna Foster); equal opportunity for minority ethnic groups; 'equal opportunity at the Industrial Society - trying to practice what we teach'; courses.	1988
MSS.303/IN/1/6	United Kingdom Association of Suggestion Schemes (UKASS) newsletters. No 1, autumn 1987. Contains information on: suggestion schemes (the launch of UKASS); competitions; first annual conference on 7 May 1987. No 2, spring 1988. Contains information on: second annual conference on 11 May 1988.	1987-1988
MSS.303/IN/1/7	Team Briefing newsletters.	1983-1986
MSS.303/IN/1/8	Campaign Support newsletter (combining the newsletters of the marketing department, the computer unit and customer services).	1988
MSS.303/IN/1/9	Marketing department newsletter	Jan 1988
MSS.303/IN/1/10	Customer services newsletters. No. 2 contains information on the work of the customer services department and news from the three Society buildings. various amenities. No. 3 contains details of the firm and video library at Peter Runge House.	1988

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MSS.303/IN/1/11	North-West News, 1988. Occasional newsletters, Feb 1988: leadership development directorate; ACL courses	1988
	<u>IWS/IS surveys</u>	1951-1987
MSS.303/IS/1	Surveys Typed list of IWS surveys published before Mar 1955. Notebook listing surveys published by the information department numbers 19-200, Mar 1955-Oct 1982. 'Suggestion schemes - extracts from firms' schemes' (survey number 17), Dec 1954. 'Employee magazines' (survey number 21), Jul 1955, 'The development of supervisors' (survey number 22), Sep 1955. 'Sports and social clubs' (survey number 23), Sep 1955. 'Suggestion scheme statistics' (survey number 34), Nov 1956. 'Sick pay schemes and sick and benevolent funds' (survey number 35), Jan 1957. 'Digest of the 5th canteen survey 1956' (survey number 40), Mar 1957. 'Survey and suggestions on firms' procedures for visiting parties', Sep 1959. 'Vehicle parking' (summary number 71), Mar 1960. 'Downgrading of employees' (survey number 109), Sep 1963. 'Management by objectives and target setting - a survey of company practice' (survey number 150), Nov 1968. 'Systematic communication by briefing groups' (survey number 164), May 1970. 'Status differences and moves towards single status' (survey number 167), Oct 1970. 'Personnel records and the computer - a survey', Joan Springell, 1971. 'Communications survey - hospitals', 1972. 'Communication flow in hospitals - quantified data, 1972. 'Croydon, Health Service details, study of communications flow: survey results', 1972. 'Staff hours of work and overtime' (survey number 179), 1972. 'Service recognition' (survey number 185), Apr 1974.	1951-1982
MSS.303/IS/2	Surveys.	1974-c1980

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	<p>'Cost of personnel administration and employee benefits' (survey number 187), Oct 1974. 'Improving industrial relations: implementing the Code of Practice' (survey number 188), 1975. 'Absence and labour turnover' (survey number 190), 1975. 'Employee involvement in occupational pension schemes' (survey number 191), Apr 1975. 'Survey of shift working practices' (survey number 194), Dec 1975. 'Participation and industrial democracy - survey of company practice, attitudes and plans' (survey number 196), Feb 1977. 'Suggestion scheme statistics', Oct 1978. Survey of communications of British Rail in Scotland, ?1980.</p>	
MSS.303/IS/3	<p>Surveys.</p> <p>'Catering prices, costs and subsidies, and other information', surveys and supplements, 1980-1983. A survey into the progress of women in the Abbey National Building Society', 1982. 'BCC transhield communications survey', 1982. 'Developing your womanpower: a survey of current company practices' (new series survey number 2), autumn 1985. 'Survey of training costs' (new series survey number 1), 1985. 'Absence rates and attendance bonuses (new series survey number 3), 1985. 'Survey special: women in insurance project', IS Pepperell Unit, 1986. 'Quality circles: a survey of quality circles in the UK (new series survey number 5), 1987; 'Absence rates and control policies (new series survey number 8), 1987. 'Secretaries: a wasted asset? - a survey of the use of secretaries in the UK', Juliet Hepburn with research by Carolie Gielnick and Sarah Holme (new series survey number 7), 1987.</p>	1980-1987
	<p><u>Information department fact sheets.</u></p>	1977-1982
MSS.303/IFS/1	<p>Fact sheets.</p> <p>Number 1, Apr 1977: sick absence and sick</p>	1977-1982

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pay

Number 2, May 1977: safety at work.

Number 3, Jun 1977: strike figures.

Number 4, Jul 1977: disciplinary practice and procedures in employment; Industrial Tribunal claim under the Equal Pay Act and Sex Discrimination Act during the first year of operation.

Number 5, Aug-Sep 1977: disclosure of information to trade unions; Youth Opportunity Programme.

Number 6, Oct 1977: Health and Safety Executive; Health and Safety at Work Act.

Number 7, Nov 1977: Industrial Tribunals, 1976; graduate career choices.

Number 8, Dec 1977: trade union membership, 1973-1976; time off for union duties and activities.

Number 9, Jan 1978: Advisory, Conciliation and Arbitration Service (ACAS) code on time off for trade union duties; changes in guarantee pay, employees' compensation for redundancy and unfair dismissal; time off for training safety representatives; income tax and social security in the European Economic Community.

Number 10, Feb 1978: occupational sick pay survey; new rates for National Insurance; women's Master of Business Administration scheme; industrial scholarships.

Number 11, Mar 1978: Unfair Contracts Act, 1977; trade union recognition.

Number 12, Apr 1978: pensions now; job subsidies; strike figures.

Number 13, May 1978: health and safety in manufacturing and service industries 1976; PEP and CSSP merger (Policy Studies Institute).

Number 14, May 1978: ACAS annual report 1977; social security benefits; redundancy payments.

Number 15, Jul 1978: Equal Opportunities Commission annual report; Policy Studies Institute report on the impact of employment protection laws by W W Daniel and

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Elizabeth Stilgoe.

Number 16, Aug 1978: pay policy phase 4; new tribunal rules; Employment Protection (Consolidation) Act.

Number 17, Oct 1978: Health and Safety Act 1974.

Number 18, Oct 1978: Industrial Tribunal statistics; days lost through certified sickness in Great Britain; health and safety statistical service.

Number 19, Nov 1978: ACAS statistics; managers' remuneration; female equity - the long road.

Number 20, Jan 1979: equality.

Number 21, Jan 1979: new National Insurance contributions; unfair dismissal compensation from 1 Feb 1979; guarantee pay; Health and Safety Executive report; accident experience; the Alcohol League.

Number 22, Feb 1979: new National Insurance contributions; guarantee pay; trade unions.

Number 22, Mar 1979: female shop floor workers' aspirations survey carried out by the Clothing and Allied Products Training Board; travel scholarships; temporary short-time working compensation.

Number 24: towards Single Status in industry (examples: Smiths Industries, A A Jones and Shipman Limited and Hotpoint Limited).

Number 25, May 1979: incentives for women in engineering; survey of views of retirement and shorter working hours; 30 hour new technology week.

Number 26, Jul 1979: changes in special employment measures; pay differences and union strength; recruitment costs revealed in Manpower Services Commission executive survey.

Number 27, Sep 1979: changes in employment protection legislation; changes in basic benefits for unemployment and sickness; ACAS annual report for 1978; shorter week means less jobs.

Number 28, Oct 1979: girls enthusiastic

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about engineering; closed shop in different parts of the world; UK training benefits for the EEC Social Fund.

Number 29, Oct 1979: UK timetable for tachographs; problems of the Young Heavy Goods Vehicle Driver Scheme; the ACAS role; machine tool firm profit from training; firm fined £10,000 for safety offences.

Number 30, Nov 1979: new London weighting takes account of tax changes; National Insurance rises; industrial deaths; remedy for inequality.

Number 31, Jan 1980: strike days; numeracy; real cost of dismissal; part-time workers in Britain.

Number 32, Jan 1980: unemployment variations in regions; an A-Z of income and wealth; days lost through sickness in Great Britain (certificated); reduction in working time.

Number 33, Feb 1980: manpower implications of technology.

Number 34, Mar 1980: Industrial Tribunal claims; pension schemes; job satisfaction; disposal and retention of employee documents.

Number 35, Apr 1980: strike-proneness of large plants in Britain; shorter working week demands and longer holidays; shorter working week and the chip; directors' pay aims unaffected by tax cuts; stress at work.

Number 36, May 1980: health and safety statistics 1979; Health and Safety at Work (Amendment) Bill; microcomputer prizes for schools.

Number 37, Jul 1980: legislation - state of play; long service awards employee participation booklet - sources of help available; re-employment of executives; psychological tests.

Number 38, Aug 1980: tribunal procedures; incomes policy; changes in the Companies Act; executive remuneration; commencement date of Employment Act.

Number 39, Sep 1980: pay 1980-1981; office workers' pay falls; outdated pension

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schemes; business supports Conservatives.
Number 40, Oct 1980: reporting and recording industrial accidents; industrial relations training; coping with executive redundancy.

Number 41, Nov 1980: Prestel as a teaching aid; unfair dismissal.

Number 42, Dec 1980: increase in EPCA payments; drivers' hours; alcoholism; participation in Scotland (managers and workers); airport staff learn to help deaf; women hit by cuts in Training Opportunities Scheme (TOPS).

Number 43, Jan 1981: EEC Social Fund allocates £135 million aid to UK; TOPS and computer training; worker exchange programmes; work induction crucial for young people.

Number 44, Feb 1981: job creation; job sharing; redundant apprentice aid scheme; Green Paper on income during initial sickness; Industrial Training Boards.

Number 45, Mar 1981: Budget round-up.

Number 46, May 1981: redundant apprentices; changes in apprenticeship system; Youth Opportunities Programme.

Number 47, Jun 1981: erosion of Truck Acts; redundancy payment threshold raised; royal wedding Bank Holiday: never on a Wednesday.

Number 48, Jul 1981: UK holiday entitlements.

Number 49, Sep 1981: kicking the work habit; fewer accidents; Manpower Services Commission review of the quota scheme for the disabled.

Number 50, Oct 1981: Employment and Training Act 1981; first aid regulations; trade union law; Department of Employment research on worker directors; some key statistics for personnel/industrial relations people published in September.

Number 51, Oct 1981: some key statistics published in Oct 1981 on unemployment in the UK; work days lost in strikes; unemployment: managers and specialist

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staff; self-certification; Trades Union Congress and the Labour Party back worker directors again; ACAS booklet.

Number 52, Dec 1981: some key statistics published in Nov 1981 on unemployment in the UK, retail price index, average weekly earnings and absenteeism; trade union law; Industrial Training Boards; redundancy victims; current employee involvement practice in British business; Transfer of Undertakings (Protection of Employment) Regulations 1981.

Number 53, Jan 1982: some key statistics published in Dec 1981 on unemployment in the UK, retail price index, average weekly earnings and the number of employed people in the UK; changes in National Insurance contributions.

Number 54, Feb 1982: some key statistics published in Jan 1982 on unemployment in the UK, retail price index, gains in productivity, unemployment benefit, self-certification, shorter working week, Employment Bill (the Tebbit Bill).

Number 55, Mar 1982: some key statistics published in Feb 1982 on unemployment in the UK, retail price index, the economy; trade disputes; self-certification and new sick pay scheme; top earners pay less tax; Workers' Bank; Trades Union Congress campaign against Tebbit legislation.

Number 56, Jan 1982: some key statistics published in Mar 1982 on unemployment in the UK, retail price index, pay rises, unfair dismissal statistics 1980. Contracting out, 1983-1988 and beyond; open plan bad for health; students' attitudes to industry and commerce.

IWS brochures and guidance leaflets

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Brochures and guidance leaflets

MSS.303/PB/2

Brochures and guidance leaflets, including lists of filmstrips and books

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	<u>Publications arranged by subject</u>	c1925-1988
MSS.303/AP/A	<p>Apprentices; foremen and supervisors; receptionists and telephonists; understanding industry; miscellaneous subjects.</p> <p>'Notes for an apprentice: finishing his time', by John Marsh, 1954. 'The apprentice' magazine, number 1, 1956. 'Trends in apprenticeship training: a report from a conference held in 1956' (2-5 Nov). 'Apprentice training in the sixties', 1962.</p> <p>'Foreman and office supervisor' magazine ('Factory and office supervisor' from 1966), numbers 1-15, 1953-1967. 'Basic supervision manual' edited by Clive N Jameson, 1979. 'The supervisor's pocket guide', David Hancox, 1981.</p> <p>'A handbook for telephonists and receptionists', 1968. 'Receptionists and telephonists', Hilary Reynolds, 3rd revised edition, 1976.</p> <p>'Industrialisation and the human being', IWS New Thinking Series number 1, 1954. 'Understanding British Industry Project', 1976. 'Why industry matters', 2nd edition, Julia Ollard and Patrick Wintour, 1978. 'Industry Year 1986', 1985. 'Education and industry: Industry Year 1986', 1985. 'Action and industry: Industry Year 1986', 1985. 'Why industry matters' a discussion guide produced by the IS for the National Association of Women's Clubs, 1985. 'The purpose of industry', John Trevelyan. 'Why industry matters to students', 1985.</p> <p>'Making sound filmstrips', Maud D Reed, 1969. 'Using sound filmstrips', 4th revised edition, 1969. 'How society works: the need for wider understanding', OPUS, 1975. Information and personnel advisory services card, 1984. 'Supervising the electronic office', Caroline Blaazer and Eric Molyneux,</p>	1953-1988

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	1984. 'Making small firms grow', Julia Middleton, 1988.	
MSS.303/AP/B	<p>Catering and buildings 'Works canteens', c1925; 'Canteens in industry: guide to planning, management and service', 3rd, 4th, 5th and 6th editions, 1940-1942, 1947. 'Practical canteen catering', 1st and 2nd editions, 1942 and 1944. 'Canteen accounts: ordering, stores control, accounting', IWS/Empire Tea Bureau, 1st and revised editions, 1943, 1948 and 1957. 'Canteen receipes: worked out to a hundred portions', 1952. 'Food safety first', 1952 'Canteens in the USA No1: policy, premises and equipment', Winifred McCullough, 1st and 2nd editions, 1955-1956. 'Canteens in the USA No 3: recipes for fifty', Winifred McCullough, 1957. 'The shape of food to come', Winifred McCullough, 1963. 'Successful supervision for the caterer', Eileen Moore, 1971.</p> <p>Works' laundries', 1934. 'Works lavatories: a guide to the design, layout, improvement and management of cloakrooms, washrooms and lavatories in industry', compiled by the Association for Planning and Regional Reconstruction in co-operation with the IWS, 1949. 'Factory gardens', Lord Veralum and G P Youngman, 1955. 'Modernisation of industrial buildings', C S White, 1955. 'Management and maintenance of industrial and commercial buildings, 1965. 'Lavatories and washrooms in factories and offices', 1966. 'Physical working conditions: an Industrial Society handbook of employee amenities in factory and office', Winifred McCullough, 1969. 'Building management: planning and maintaining industrial and commercial property, including directory of building services', 1970.</p>	c1925-1971
MSS.303/AP/C	Communication and communication skills. 'Appointment at 10.30', Winifred	1960-1987

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McCullough, 1960. 'Formal consultation in practice', David LI Davies, 1962. 'The effective use of people', Joan Henderson, 1967. 'Producing an employee handbook', Elizabeth McLeod, 1968. 'Improving industrial communication', Alex S Irvine, 1970. 'Some examples of effective consultative committees', Joan Henderson (assisted by Derek Fatchett), 1970. 'The case for joint consultation', Joan Henderson, 1970. 'A pocket guide to briefing groups', 1st and revised editions, 1975 and 1980. 'Briefing groups - an introductory and operational manual', compiled by Richard Hayward, 1975. 'Explaining the financial facts', John Stuart and Jenny Davenport, 1976. 'Producing an employee handbook', Barbara Dyer, 1976. 'A guide to rapid reading', Janis Grummitt, 1977. 'A guide to report writing', Judith Vidal-Hall, 1977. 'How to get the most out of an annual report: what the figures tell you and what they don't tell you', 1978. 'A guide to letter writing', Pippa Isbell, 1979. 'Producing an employee handbook', Barbara Dyer and Sally Shepherdson, 1979. Suggestion scheme posters from IS, numbers 1-62, c1979. 'A guide to interviewing skills', Janis Grummit, 1980. 'A guide to using the telephone', Ian McDougall, 1st and revised editions, 1980 and 1983. 'Explaining the economic facts - practical action for companies', Julie Baddeley, Jonathan Stoll and Pippa Walker, 1980. 'A guide to team briefing', Ian McDougall, 1981. 'Quality circles', Julia Morland, 1st and revised editions, 1981-1982. 'A guide to effective speaking', Maria Pemberton, 1982. 'From our own correspondent', Terry Pitts-Fenby, 1982. 'A briefer's guide to team briefing', Rupert Middleton, 1983. 'Team briefing', Janis Grummitt, 1983. 'A guide to effective meetings', Maria Pemberton, 1984. 'Consultation', Julia Middleton, 1984. 'The illustrated guide to employee reports', Jenny Davenport, Jackie Elton and Julia

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Middleton, 1984. 'The communication and involvement pack', 1984. Team briefing action cards, 1984. 'A member's guide to consultative committees, Roger Moores, 1986. 'Successful suggestion schemes', edited by Gilles Desmons, 3rd and 45th editions, 1986. 'Customer care', Frances Sacker and Martin Nell, 1987. 'Managing information technology', Caroline Blaazer, 1987. 'How to run a successful open day', 1987. 'The house journal handbook: handling copy, pictures and layout for employee publications, Peter C Jackson, 2nd edition, 1987. 'Quality circles - 5 stage plan for projects', nd. 'Systematic communication through briefing groups', 1972. 'Successful suggestion schemes - a guide to current practice, 3rd edition, 1966.

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Conferences.

1938-1982

Report of conference on workers' holidays, Park Lane Hotel, London, 30 Nov 1938. Report of conference on works' magazines, 1946. IWS 24th annual conference and director's conference at Keble College, Oxford, Jul 1947. Duke of Edinburgh's study conference on the human problems of industrial communities within the Commonwealth and Empire, 9-27 Jul 1956: volume 1, report and proceedings, volume 2, background papers, appendixes and index. 'The City at work', 1960. 'Conference planning and administration', O K Skelley, first and revised editions, 1966 and 1970. Central Committee of Study Groups, 'Status and benefits in industry' (based on the Duke of Edinburgh's Commonwealth Study Conferences), 1966. National conference on communication for house journal editors, Bourne Hall Hotel, Bournemouth, 27-30 Oct 1967. 'Youth at work', report on youth conference, 17 Dec 1968. Report of conference on involvement at work, 23-24 Nov 1970. 'Rewards for work: some opinions of employees considered by the Duke of Edinburgh's

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study groups in the UK' , 1971. Report of Duke of Edinburgh's study conference on industry in society held 5-20 Jul 1974, 1976 (2 booklets, one dealing with the press coverage of the event). 'The Great Debate: report of the conference on industrial democracy held on 18th-19th May 1976'. 'A shared secretary - cost effective or a can of worms? (report on an IS conference on 27 Nov 1984). 'Productive management and union relations in a competitive world', text of a speech by Sir Peter Walters of British Petroleum, 29 Jun 1984. 'Industry matters . . . to women', a conference for women in Industry Year sponsored by Austin rover and run in conjunction with 'Cosmopolitan' magazine and the IS, 21 Jun 1986. A record of the Duke of Edinburgh's fourth Commonwealth Study Conference on industry in society, 5-20 Jul 1974, conference papers volume 1. Study conference on new patterns of enterprise for a thriving society initiated by the trustees of the Duke of Edinburgh's Commonwealth Study Conferences UK Fund, 16-27 Sep 1977 (published 1978). Record of 'People in an industrial society', 5th Commonwealth Study Conference, Canada, 17 May-7 Jun 1980. Report on 'Schools - industry: the framework, the future, the finance', 6 Apr 1982.

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Diaries and handbooks
 Supervisor's handbook and diary, 1960-1963. Apprentice's handbook and diary, 1963. Apprentice's handbook, 1964-1969. Apprentice's diary, 1970-1972. Supervisor's handbook, 1964-1969. Retail manager's handbook, 1966. Supervisor's diary, 1970-1972. Trainee's and apprentice's diary, 1973. Manager's and supervisor's diary, 1973. Handbook and diary, 1974-1986. Management diary, 1974 (two copies, one of which has the initials M.R.R.). Desk diary, 1975 (this has the initials G.E.P)-1976.

1960-1986

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MSS.303/AP/F	<p>Employment legislation.</p> <p>IWS Memorandum no 3 and supplements: 'Notes on legal points affecting welfare work', c1925. 'Industrial welfare in its legal aspect (being an address delivered to members of the IWS on 22nd November 1934), Harry Samuels, 1934. 'Legal problems of employment', Harry Samuels, 1st, 2nd, 3rd, 4th, 5th, 6th and new editions, 1951-1984. 'Contracts of Employment Act 1963 - a layman's guide', E G Rutter and M Ottaway, ?1st and 3rd editions, 1963-1964. 'The IS guide to the report of the Royal Commission on Trade Unions and Employers' Associations', Joan Henderson, 1968. 'The law and the employee - a guide to his rights and duties', Harry Samuels, 1969. 'The Industrial Relations Act at Work', Joan Henderson, 1971. 'Applying the code: notes on the Industrial Relations Code of Practice', Patrick Tolfree, 1972. 'Contracts of employment and the Industrial Relations Act', Andrew Sargent and Patrick Tolfree, 1972. 'The Industrial Relations Act in the courts, Joan Henderson, 1973. 'A guide to the Trade Union and Labour Relations Act, 1974', Joan Henderson, 1974. 'New law on industrial relations - a practical guide to the Trade Unions and Labour Relations Bill and future industrial relations legislation, Joan Henderson, 1974. 'Practical policies for participation: a guide to action by management, unions and government', 1974. 'A guide to the Employment Protection Bill, Joan Henderson, 1975. 'A guide to the Industry Act 1975', David Robertson and Joan Henderson, 1975. 'A guide to the Industry Bill', David Robertson, 2 editions, 1975. 'A guide to the Sex Discrimination Bill, Barbara Dyer, 1975. 'Sex Discrimination Act: amendments to the Sex Discrimination Bill, Barbara Dyer, 1975. 'A guide to the Employment Protection Act 1975', Joan Henderson, 1975. 'A guide to the Race</p>	c1925-1988
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retirement; welfare
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Industrial relations.

1933-1987

Includes: 'Works councils', 1933. 'Works councils and committees', 1st, 2nd, 3rd and 4th editions, 1941-1952. 'Joint consultation: a symposium', 1948. 'Works committee members' handbook: a manual for all representatives, 1957. 'Partners in work relations: human problems in the industry of the Commonwealth', John Marsh, 1960. 'Formal consultation in practice', David LI Davies, 1962. 'The role of management and trade unions in the changing years ahead', David Morse, 1963. 'An ABC of industrial relations', Geoffrey Stuttard, 1965. 'Works committee members' handbook: a guide to joint consultation', 1966. 'Sharing our industrial future?', Roger Sawtell, 1968. 'The Fairfield Experiment', Oliver Blanford, 1969. 'Model procedural agreements', 1969-1984. 'Some examples of effective consultative committees', Joan Henderson, 1970. 'The case for joint consultation', Joan Henderson, 1970. 'A pocket guide to the Industrial Relations Act for supervisors and shop stewards', 1971. 'The Industrial Relations Act at Work', Joan Henderson, 1st and 2nd editions, 1971-1972. 'International industrial relations' (based on a conferenced held on 26th Jaunary 1971), edited by Giles Radice, IS/Young European Management Association, 1972. 'Democracy in industry',

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MSS.303/AP/K	<p>Pensions and sick benefits. 'Employees' approved societies - what they are and how they are formed', 1925. 'Memorandum on superannuation and life assurance schemes', 1925. 'Superannuation schemes and methods of making provision for dependants of employees', 1st and 2nd editions, 1925 and 1935. 'The introduction of a works welfare scheme: some practical suggestions', 1930. 'Works' sickness and benevolent funds', 1934. 'Employee benefit schemes', 1949. 'Industrial pension schemes', W Durham, 1956. 'Government pension proposals report of an IWS conference called to consider the implications for industry and commerce of the National Insurance Bill 1959', 1959. 'Further papers on government pension proposals - the implications for industry and commerce of the National Insurance Bill 1959' (based on a conference at IWS), 1959. 'Sick pay', E G Rutter and K Ottaway, 1967. 'The Government's pension plans: a guide', 1970. 'You and your pension', Betty Ream, 2nd revised edition, 1972. 'A guide to self-certification', Gillian Howard, 1982. 'Pensions in perspective', Margaret Grainger, 1985. 'A guide to statutory sick pay - the new rules', Gillian Howard, 1986. 'The pensions pack', 1988.</p>	1925-1988
MSS.303/AP/L	<p>Personnel; job evaluation; unfair dismissal</p>	1945-1987

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1917-1986

MSS.303/X1	'The history of the Industrial Society 1918-1986', C Mailer, P Musgrove, G Desmons (2 copies) 2 volumes	1986
MSS.303/X2	Proofs for posters on work suggestion schemes	nd
MSS.303/PO/1	Non IWS/IS publications. 'The boy in industry: three articles of interest	1917-1986

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	<u>Training filmstrips [35 millimeter]</u>	nd
MSS.303/AV/1	'Problems of management'	nd
MSS.303/AV/2	'Training in the office'	nd
MSS.303/AV/3	'Managing your working day'	nd
MSS.303/AV/4	'Setting levels of performance'	nd
MSS.303/AV/5	'Appraisal interviewing'	nd
MSS.303/AV/6	'The selection interview'	nd
MSS.303/AV/7	'Going for a job interview'	nd
MSS.303/AV/8	'Techniques of interviewing'	nd
MSS.303/AV/9	'The supervisor's responsibilities'	nd
MSS.303/AV/10	'Improving communication'	nd
MSS.303/AV/11	'Starting work', narrated by Cliff Richard	nd
MSS.303/AV/12	'Everything under control' (about workplace discipline)	nd
MSS.303/AV/13	'Effective leadership in the public service'	nd
MSS.303/AV/14	'Statutory sick pay'	nd
MSS.303/AV/15	'The telephone and your business'	nd
MSS.303/AV/41	1st series: 'Human problems at work' 'The Whitehead story'; 'Ted Merritt asst. foreman'; 'The awkward customer'; 'The awkward interview'; 'Too many cooks'; 'Boss in your own department'; 'The new boy'; 'Introducing changes'; 'The wild-cat strike'; 'Dispute at Randall's'; 'The production manager's problem'; 'The organisation	nd

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	problem'; The new machines'; 'The difficult boss'.	
MSS.303/AV/42	3rd series: 'Training' 'The shop steward's responsibilities'; 'Introducing the new employee'; 'The Manchester sales office'; 'The foreman's responsibilities'; 'The delegation problem'; 'Can you use the telephone'; 'The "brown" problem'; 'The "woman supervisor" problem'; 'The packing section'; 'Can you conduct an interview?'; 'The man who liked interviewing'.	nd
MSS.303/AV/43	Various 'The executive who wasn't'; 'Problems of management'; 'Key to 70s'; 'Delegation'; 'The man for the job'; 'Sharing a secretary'; 'Service or salesmanship'; 'White collar unions'; 'Employment Protection Act'	nd
MSS.303/AV/44	Various Include: 'People and production'; 'How to maintain discipline'; 'Making the job worthwhile'; 'Setting targets'; 'Effective leadership'; 'Techniques of interviewing';	nd
MSS.303/AV/45	Various Include: 'Can you lead to a discussion group'; 'The new boy'; 'Setting targets'; 'Where does the time go?'; 'The selection interview'; 'Appraisal and appraisal interviewing' (slides)	nd
MSS.303/AV/46	Various Include: 'Service or salesmanship'; 'Briefing groups in the office'; 'Delegation in practice'; 'Staff representation'; 'Employment protection acts'; 'Sharing a secretary'; 'Unfair dismissal'.	nd
	<u>Training filmstrip slides</u>	nd
MSS.303/AV/47	Various Include: 'The man for the job'; 'Unfair dismissal'; 'Involvement of young	nd

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	employees'; 'Staff representation'	
MSS.303/AV/48	Various Include: 'Where does the time go?'; 'Improving communication'; 'The Industrial Society'	nd
MSS.303/AV/49	Various Include 'Employment Protection Act'.	nd
	<u>Training filmstrip soundtracks (tape cassettes)</u>	nd
MSS.303/AV/17	'Problems of management'; 'Training in the office'; 'Managing your working day'; 'Setting levels of performance' 4 cassettes	nd
MSS.303/AV/18	'Delegation in practice'; 'Appraisal interviewing'; 'The selection interview'; 'Techniques of interviewing' 4 cassettes	nd
MSS.303/AV/19	'Going for a job interview'; 'The supervisor's responsibilities'; 'Improving communication'; 'Starting work' 4 cassettes	nd
MSS.303/AV/20	'Everything under control' (about workplace discipline; 'Effective leadership in the public service'; 'Statutory sick pay'; 'The telephone and your business' 4 cassettes	nd
MSS.303/AV/60	'The Whitehead story'; 'The new Industrial Relations Bill'; 'Ted Merritt'; 'The new boy'; 'Introducing changes'; 5 cassettes	nd
MSS.303/AV/61	'Introducing changes'; 'Problems of management'; 'Effective leadership'; 'The organisation problem'; 'Briefing groups in the office' 5 cassettes	nd
MSS.303/AV/62	'Making the job worthwhile'; 'Training in the	nd

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	office'; 'Delegation in practice'; 'The man for the job'; 'Setting levels of performance' 5 cassettes	
MSS.303/AV/63	'Sharing a secretary'; 'Service or salesmanship'; 'Involvement for young employees'; 'Appraisal and appraisal interviewing'; 'Staff representation' 5 cassettes	nd
MSS.303/AV/64	'Unfair dismissal' (two versions); 'The selection interview'; 'The grievance interview'; 'Techniques of interviewing' 5 cassettes	nd
MSS.303/AV/65	'Can you give an order?'; 'Improving communication'; 'The supervisor's responsibilities'; 'Setting targets'; 'The shop steward's responsibilities' 5 cassettes	nd
MSS.303/AV/66	'The telephonist/receptionist'; 'A case study "Five Foremen"'; 'The Employment Protection Act'; 'The Employment Protection (Consolidation) Act 1978'; 'Effective leadership in the public service'; 'Briefing groups' 6 cassettes	nd
	<u>Training filmstrip soundtracks and other recordings (tape spools)</u> Include material not on final versions.	1969-1970s
MSS.303/AV/21	'Decimal currency' 1 spool	Jul 1969
MSS.303/AV/22	'Decimal currency' 1 spool	Jul 1969
MSS.303/AV/23	Local Government Training Board 'incident series': 'The coloured electrician'; 'The loading incident'; 'The tractor incident'; 'The gardener's pneumatic drill'; with scripts 1 spool	Sep-Oct 1969
MSS.303/AV/24	'Appraisal interviewing', with script	Oct 1969

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	1 spool	
MSS.303/AV/25	'Communicating with scattered units'; 'Briefing groups in the office'; 'Making the job worthwhile'; with scripts 1 spool	Oct 1969
MSS.303/AV/26	'Motivating the older employee'; 'The receptionist'; with scripts 1 spool	Oct 1969
MSS.303/AV/27	'The Industrial Society' (scripts and related letter only)	Oct 1969-Feb 1970
MSS.303/AV/28	'Lisbon for the Andes Project by Michael de Morgan', with script 1 spool	Oct 1969
MSS.303/AV/29	'Metrication - a programme for primary schools produced by the Encyclopaedia Britannica', with script 1 spool	Jan 1970
MSS.303/AV/30	'Poetry pilot programme' to accompany 'form and meaning' block' by Brian Stone, with script 1 spool	Feb 1970
MSS.303/AV/31	'Training in the office'; 'How to maintain discipline'; with scripts 1 spool	Aug 1970
MSS.303/AV/32	'The man for the job'; 'Delegation in practice'; with scripts 1 spool	May 1971
MSS.303/AV/50	Various. 'Can you conduct an interview?'; 'The selection interview'; 'Setting targets'; 'How do you communicate?'; 'The good latecomer'; 'The new machines'; 'The shop steward problem'; 'Dispute at Randall's'; 'The shop steward's responsibilities'; 'How do you instruct?'; 'Job instruction'; 'The Industrial Society'; 'The man for the job'; 'The Industrial Relations Bill'; 'The	1970s

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	Manchester sales office'. 7 spools	
MSS.303/AV/51	Various. Include: 'The Whitehead story'; 'The organisation problem'; 'Service or salesmanship'; 'Sharing a secretary'; 'Can you lead a discussion group?'; 7 spools	1970s
MSS.303/AV/52	Various. Includes: 'Setting targets'; 'Starting work'; 'Telephonists and receptionists'. 7 spools	1970s
MSS.303/AV/53	Various. Include: 'Improving industrial relations'; 'Problems of management'; 'Industrial Relations Act'; 'Effective leadership'. 7 spools	1970s
MSS.303/AV/54	'Unfair dismissal', with scripts 2 spools	Mar 1980
	<u>Training filmstrip soundtracks (vinyl discs)</u>	nd
MSS.303/AV/55	'Staff representation'; 'Can you give an order?'; 'The personal secretary'; 'Briefing groups'; 'Introducing the new employee'; 'How to lose a customer'; 'How do you instruct?'; 'White-collar unionism'; 'Unfair dismissal' Discs to be played at 33 revolutions per minute. 12 discs	nd
MSS.303/AV/56	Mainly unidentified, but include: 'Briefing groups in the office'; 'Communicating with scattered units'; 'Setting levels of performance'; 'Managing your working day'; 'The receptionist'; 'Making the job worthwhile'; 'Motivating the older employee'; 'Appraisal interviewing'. Discs to be played at 33 revolutions per minute.	nd

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	18 discs	
MSS.303/AV/57	'Appraisal and appraisal interviewing'; 'Starting work' Discs to be played at 33 revolutions per minute. 3 discs	nd
MSS.303/AV/58	'The Industrial Society' Discs to be played at 33 revolutions per minute. 2 discs	nd
MSS.303/AV/59	'The difficult boss'; 'Problems of management'; 'Miller's promotion'; 'Mr Brown's new secretary'; 'Riley v Jennings'; 'Ted Merrit, assistant foreman'; 'Decimal currency'; 'The man who liked interviewing'; 'Introducing changes'; 'The good late- comer'; 'The new boy' Discs to be played at 45 revolutions per minute. 19 discs	
	<u>Training videos</u>	1980s
MSS.303/AV/33	'Negotiating skills' Betamax 1 Betamax cassette	1981
MSS.303/AV/34	'The role of the shop steward' Betamax 1 Betamax cassette	24 Feb 1983
MSS.303/AV/35	'The role of the supervisor' Betamax 1 Betamax cassette	10 Oct 1983
MSS.303/AV/36	'A balanced approach' Betamax 1 Betamax cassette	10 Oct 1983
MSS.303/AV/37	'The challenge of management' Betamax 1 Betamax cassette	nd

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MSS.303/AV/38	'Team briefing - making management communication work' Betamax 1 Betamax cassette	24 Aug 1984
MSS.303/AV/39	'Leadership matters' VHS 1 VHS cassette	nd
MSS.303/AV/40	'Self-certification - getting it right' VHS 1 VHS cassette	nd
<u>Records concerning IS audio-visual productions</u>		
MSS.303/AV/16	Scripts and discussion notes	
MSS.303/AV/67	Scripts, discussion notes and papers concerning marketing. Includes letter and working paper on proposed British Broadcasting Corporation (BBC) continuing education department introduction to supervisory management, 1980. 1 folder	c1980