

2.—Inexpensive Accommodation in London. (EST 282/12/8.)

Members of the Department coming to London for interviews, short courses etc. sometimes have difficulty in finding suitable accommodation for an overnight stay. A copy of a "Guide to Inexpensive Accommodation" published by the British Travel Association will be issued shortly, without requisition, to all Collectors outside London and to the Regional Welfare Officers for use by any staff wishing to avail themselves of the information therein.

3.—Reorganisation. (EST 191/39/1.)

It has been agreed to make at an early date 3 further preparatory moves towards Departmental reorganisation.

1. One is the alignment of Waterguard Divisions with existing Collection boundaries and the merger of the controlling grades functions in the new-style Collections. This will take place as from 4.1.71 from which date the Collection will become the managerial unit for Outdoor and Waterguard purposes. Although separate Waterguard Divisions will then cease to exist, Waterguard Districts and Stations will continue as at present until the schemes for reorganisation are approved and implemented.

Collectorates will consist of Collectors, Deputy Collectors (London Port and Liverpool), Senior Assistant Collectors (including former Higher Waterguard Superintendents) and Assistant Collectors (including Waterguard Superintendents). The reorganisation proposals involve the ultimate phasing out of the present Assistant Waterguard Superintendent grade whose work will largely be performed in the new-type outfield Surveyor (S.E.O.) post.

The table below gives broad details of the allocation of Waterguard Divisions to Collections:

<i>Present Waterguard Division</i>	<i>Collection To Which Allocated</i>
Aberdeen	Aberdeen
Belfast	Belfast
Cardiff	Bristol Reading South Wales and Borders
Dover	Brighton Dover
Edinburgh	Edinburgh
Glasgow	Glasgow Greenock
Harwich	Harwich Hull (Boston area) Northampton
Hull	Hull Leeds (Leeds and Bradford Airport)

<i>Present Waterguard Division</i>	<i>Collection To Which Allocated</i>
Liverpool	Chester Liverpool Preston
London Airports	London Airports
Manchester	Reading (certain small airports) Birmingham (Birmingham and Coventry Airports) Liverpool (part of Manchester Ship Canal) Manchester
Newcastle	Nottingham (East Midlands Airport) Edinburgh Newcastle
Plymouth	Plymouth
Southampton	Southampton
London Waterguard	Dover (Rochester, Chatham and Isle of Grain) London Port Northampton (Luton Airport)

Any special local arrangements will be promulgated by Collectors.

As from 4.1.71 correspondence from within the Collection on Waterguard matters requiring the attention of the controlling grade should be addressed to the Collector at Collection headquarters unless otherwise directed by the Collector. Correspondence requiring the attention of the Chief Inspector's Office should be addressed to the Chief Inspector or to the Principal Inspector of the appropriate Division of the Chief Inspector's Office (see para 2 below).

2. As from 4.1.71, the Office of the Chief Inspector and the Office of the Inspector-General of Waterguard will be merged under the Chief Inspector. The new Office will include twelve Divisions, each headed by a Principal Inspector and manned by Senior Inspectors, Inspectors, and, where appropriate, S.E.O.-level staff. Details of the Divisional work allocations are being sent to Collectors and Headquarters Offices. Amendments to the Headquarters Telephone Directory will be issued as soon as possible. In future inspections will be performed by mixed teams of former Outdoor Service and Waterguard staff and will cover all aspects of work in Collections.

Correspondence concerning Waterguard matters which at present is sent to the Office of the Inspector-General should be addressed to the Chief Inspector's Office as from 4.1.71.

3. Centrally agreed guidelines for the production of target reorganisation schemes have now been issued, and the aim is that a target scheme for each Collection should be produced, in consultation with local Staff Sides, by the end of February 1971. The target schemes will indicate what the reorganised Collections will *eventually* look like; it is intended that a