

BBC

MANAGEMENT CONFERENCE



ENGINEERING PERSONNEL DEPARTMENT

ENGINEERING PERSONNEL DEPARTMENT

TWO WEEK

MANAGEMENT CONFERENCE

17th - 28th September 1984

C.G. BOWLER
Conference Organiser

B.J. SAVAGE
Conference Administrator

FOREWORD

The problems of managers in Engineering become increasingly complex. Not only is technology changing, but it is no longer sufficient for a manager to be a good professional engineer; he must, on a day-to-day basis, deal with a widening range of financial and administrative matters and handle increasingly difficult industrial relations problems.

The two-week Management Conference is designed for managers with the following objectives in mind:

- to develop their understanding of the application of aspects of BBC Personnel policy in relation to the day-to-day management of groups of staff
- to give them a better appreciation of some of the more difficult problems facing BBC Management
- to develop their personal performance in effective communication through participation in practical exercises.

This is a residential Management Conference because it is believed that managers benefit from the opportunity to consider management problems and to discuss them with other delegates, away from their every day tasks.

I hope that the conference will be of value to you in enhancing your appreciation of the important managerial aspects of the appointments you hold.



T. Bryce McCrerrick
Director of Engineering

ADMINISTRATIVE INFORMATION

Those attending are asked to make their own arrangements for travelling to Evesham. A coach will meet the 1204 arrival at Evesham Station (1025 direct from Paddington) and will convey Conference members to Wood Norton. Lunch can be obtained from the restaurant at the Engineering Training Department.

Accommodation

Rooms will be available from 1100. Your room number will be displayed on the notice boards situated outside The Phoenix and in the entrance hall to Bishop Block.

There are showers, baths, washing machines and drying rooms with ironing boards.

Registration

Would Conference members please register with the Conference Administrator, Bryan Savage, on Monday, 17th September at 1345 in Classroom 1.

Expenses and Allowances

An allowance of £32.76 (£2.82 per day, £3.69 Saturday and Sunday) will be paid on registration to cover the additional cost of meals throughout the Conference. Travelling expenses to and from Wood Norton should be claimed on return to base and charged to the station or department T. & D.E. code.

Conference Sessions

Unless otherwise advised, all sessions will be held in Classroom 1.

Informal clothing may be worn at all Conference sessions. Lounge suits should be worn at the formal buffet and dinners.

Meals

Conference members should use the Restaurant (self-service) for all meals. The formal buffet and dinners will take place in the staff dining room (off the main restaurant).

Staff with special dietary needs can be catered for and anyone requiring this service should inform the Conference Administrator on arrival.

Meals should be taken as far as possible at the following times:

Weekdays:

Breakfast	0800-0900
Lunch	1300-1340
Evening meal	1730-1850

Saturday/Sunday:

Breakfast	0900-0945
Lunch	1230-1330
Evening meal*	1730-1830

* Restaurant to be notified in advance if an evening meal is required on Saturday/Sunday.

The Phoenix Club and Recreation Centre

The Phoenix offers facilities for badminton, squash, tennis, table-tennis, billiards and snooker. White-soled canvas shoes must be worn when playing badminton or squash. A booking chart for games is posted daily in the entrance hall.

The Phoenix bar is open on weekdays at lunch-times and during the evening but closed at weekends.

Wood Norton Shop

The Wood Norton Shop, on the ground floor of Stewards House, is open from Monday to Thursday from 1215 to 1315 for the purchase of stationery, stamps, toiletries etc.

Evesham Club

All Conference members who are members of the BBC Club become members of the Evesham Club for the duration of the Conference.

Mail

Mail will be distributed during the morning coffee break. The postal address is:

BBC Engineering Training Centre,
Wood Norton,
Evesham,
Worcs.
WR11 4TF.

Telephone: 0386 45123 during normal working hours. At other times 0386 45754 may be used for emergency contact with Conference members.

CONFERENCE MEMBERS

Geoff Atkins	Senior Audio Supervisor, Wales
Barry Chatfield	Technical Manager I, Pebble Mill
Nigel Claxton	A.T.M. Tacolneston
C. Ganesu	Management Accountant, Equipment Department
5 Roger Harste ✓	Personnel Officer, Recruitment Section, E.P.D.
Eric Jones	Building Engineering Services Manager, Wales
7 Fred Lyons ✓	Project Engineer, T.C.P.D.
8 Dave Manning ✓	Senior Project Engineer, T.C.P.D.
Charles McCaw	Planning Engineer, S.C.P.D.
10 Brian McKeown ✓	Technical Duty Manager, N. Ireland
11 Norman Marsden	A.T.M. Divis
12 Bob Munroe -	A.T.M. Melvaig
John Newton	Manager, Technical Services, Television Studios
Martin Nisbett	Planning Engineer, S.C.P.D.
Colin Pratt	Senior Assistant II, Engineering Accounts Department
Bill Sanderson	Building Engineering Services Manager, Manchester
John Senter	Principal Architectural Assistant, A.C.E.D
Bob Skingle	Assistant Manager, Audio Services, N. Ireland
John Smith	Supervisor, Electronic Workshop, Manchester
Malcolm Topham	Lecturer, E.T.D.
Cyril Turbutt	Senior Mechanical Engineer, A.C.E.D.
John Waugh	Assistant Training, Engineer Bush Services, X.B.
Derek Williams	Electrical Maintenance Supervisor, Bristol
Graham Wilson	Planning Engineer, S.C.P.D.

CONFERENCE PROGRAMME

MONDAY 17TH SEPTEMBER

- 1345 Registration
- 1415 - 1545 'Introduction to Conference'
Mr. C.G. Bowler
Head of Personnel, Engineering
(Specialist Departments)
- Mr. B.J. Savage
Personnel Officer (Training)
Administrative Section, E.P.D.
- Tea
- 1615 - 1730 'Management and its Managers'
Mr. R.E. Fletcher
Head of Studio Capital Projects
Department
- 1900 Sherry
- 1930 Buffet
- 'Introduction to the Business Game'
Mr. D.D. Hudspith
Head of Administrative Section,
E.P.D.
- Film:
'Decisions, Decisions'

TUESDAY 18TH SEPTEMBER

0900 Conference Photograph

0915 - 1045 'Verbal Communication'
Mr. J. Scott
Mr. R. Petchey
Harper Scott Ltd.

Coffee

1115 - 1300 Continued

Lunch

1415 - 1545 Continued

Tea

1615 - 1730 Continued

1900 \ 'Monthly Conditions of Service' - Sat a.m.
Bob Keal Syndicate Study

WEDNESDAY 19TH SEPTEMBER

0915 - 1045	'Chairmanship' Mr. J. Scott Mr. R. Petchey
	Coffee
1115 - 1300	Continued
	Lunch
1415 - 1545	'Interviewing' Mr. J. Scott Mr. R. Petchey
	Tea
1615 - 1730	Continued
1900	'Appointments' Syndicate Study

THURSDAY 20TH SEPTEMBER

- 0900 'Safety'
Mr. D.J. Turner
Engineering Safety Adviser
- 1045 Coffee
- 1115 Continued
- 1145 - 1300 Film:
'Motivation'
Mr. D.T. Gordon
Senior Personnel Officer,
Transmission Section, E.P.D.
- Lunch
- 1415 - 1545 'Weekly Conditions of Service'
Mr. J.H. Ithell
Head of Personnel and Administration,
Manchester
- Tea
- 1615 - 1730 'The Corporation and its Policies'
Mr. A. Taussig
Chief Assistant, Current Affairs,
Television
- 1730 - 1900 'Trade Unions'
Mr. P.S. Leech
Deputy General Secretary,
ABS Section,
Entertainment Trades Alliance

FRIDAY 21ST SEPTEMBER

- 0930 -1045 Film
'Space Between Words - Work'
Mr. B.T. Webb
Senior Personnel Officer,
Specialist and Service Departments
Section, E.P.D.
- Coffee
- 1115 - 1300 Film
'The Secretary and Her Boss'
Miss A. McLearn
Personnel Officer,
Specialist and Service Departments
Section, E.P.D.
- Lunch
- 1415 - 1545 'Pay Relativities and C.I.D.C.'
Mr. D.E. Creasey
Acting Controller,
Employee Relations Division
- Tea
- 1615 - 1730 'The Trade Unions and the Corporation'
Mr. R.G. Johnson
Controller, Personnel, Television
- 1900 Sherry
- 1930 Dinner
- 'The Producer and the Engineer'
Mr. D. Main-Wilson
Ex Producer,
Light Entertainment Group
- (Mally Carter about 1545)*

SATURDAY 22ND SEPTEMBER

0930 - 1045

'Recruitment' Tues 1900
Mr. R.A. Neal
Engineering Recruitment Officer

Handwritten: 'Hally...
Coffee films

1115 - 1300

'Personnel Problems'
Syndicate Study

Lunch

Afternoon

FREE

SUNDAY 23RD SEPTEMBER

0945 - 1045	Industrial Relations Exercise
	Coffee
1115 - 1300	Continued
	Lunch
1415 - 1545	Continued
	Tea
1615 - 1730	Analysis of Industrial Relations Exercise Mr. J. Auty Controller, Central Services Mr. J.D. Davis Senior Personnel Officer Specialist and Service Departments Section, Engineering Personnel Department

NOTE

Composition of groups to be
announced during the week.

MONDAY 24TH SEPTEMBER

Visit to Pebble Mill or Daventry Transmitting Station.

1900 Sherry

1930 Dinner
 Mr. C.G. Martin
 Director of Personnel

TUESDAY 25TH SEPTEMBER

- 0915 - 1045 'Finance'
 Mr. M. Diamond
 Chief Accountant, Engineering
- Coffee
- 1115 - 1300 Continued
- Lunch
- 1400 - 1545 Film:
 'The Unorganised Manager'
 Mr. J.M. Elliot
 Research Executive
 Research Department
- Tea
- 1615 - 1730 'Information Services'
 Mr. G.W. Hicks
 Deputy Head Information Division
- 1900 'Allowances'
 Syndicate Study

WEDNESDAY 26TH SEPTEMBER

- 0915 - 1045 'Monthly Conditions of Service'
 Syndicate Analysis
 Mr. G.D. Richmond
 Head of Conditions of Service
- Coffee
- 1115 - 1300 'Employment Policy'
 Mr. J.B. Begent
 Head of Employment Policy
- Lunch
- 1400 - 1545 Tour of E.T.D.
 Dr. A.G. Owen
 Head of Engineering Training Department
- Tea
- 1615 - 1730 'Personnel Problems'
 Syndicate Analysis
 Mr. T.O. Burrell
 Head of Personnel, Engineering
 (Transmission)
- 1730 - 1900 'Television in the 80's'
 Mr. M. Checkland
 Director of Resources, Television

THURSDAY 27TH SEPTEMBER

- 0915 - 1045 'Appointments'
Syndicate Analysis
Mr. B.D. Head
Head of Appointments Department
- Coffee
- 1115 - 1300 'Allowances'
Syndicate Analysis
Mr. M.E. Massey
Allowances Officer
- Lunch
- 1415 - 1545 'Problems of Line Management'
Mr. F.G. Parker
Head of Designs Department
- Tea
- 1615 - 1730 Result and Analysis of Business Game
Mr. D.D. Hudspith
Films:
'Practical Action for Managers'
'Yes Minister' (The Compassionate
Society)
- 1900 Sherry
- 1930 Dinner
Mr. C.P. Sandbank
Assistant Director of Engineering

FRIDAY 28TH SEPTEMBER

0915 - 1300

Review of the Conference
Mr. C. G. Bowler
Mr. B. J. Savage

SYNDICATE STUDIES

AND

BUSINESS GAME

Composition of Groups

MONTHLY CONDITIONS OF SERVICE SYNDICATE

(Tuesday 18th September)

W

Geoff Atkins (C)
Barry Chatfield
Nigel Claxton
C. Ganesu
Roger Harste
Eric Jones

X

Fred Lyons (C)
Dave Manning
Charles McCaw
Brian McKeown
Norman Marsden
Bob Munroe

Y

John Newton (C)
Martin Nisbett
Colin Pratt
Bill Sanderson
John Senter
Bob Skingle

Z

John Smith (C)
Malcolm Topham
Cyril Turbutt
John Waugh
Derek Williams
Graham Wilson

(C) = Chairman

APPOINTMENTS SYNDICATE
(Wednesday, 19th September)

W

Geoff Atkins
Roger Harste (C)
Charles McCaw
John Newton
John Senter
Cyril Turbutt

X

Barry Chatfield
Eric Jones (C)
Brian McKeown
Martin Nisbett
Bob Skingle
John Waugh

Y

Nigel Claxton
Fred Lyons
Norman Marsden (C)
Colin Pratt
John Smith
Derek Williams

Z

C. Ganesu (C)
Dave Manning
Bob Munroe
Bill Sanderson
Malcolm Topham
Graham Wilson

(C) = Chairman

PERSONNEL PROBLEMS SYNDICATE
(Saturday, 22nd September)

W

Geoff Atkins
Barry Chatfield (C)
Fred Lyons
Dave Manning
John Newton
John Smith

X

Nigel Claxton
Charles McCaw
Martin Nisbett
Colin Pratt
Malcolm Topham
Cyril Turbutt (C)

Y

C. Ganesu
Roger Harste
Brian McKeown
Norman Marsden
Bill Sanderson (C)
John Waugh

Z

Eric Jones
Bob Munroe
John Senter
Bob Skingle
Derek Williams
Graham Wilson (C)

(C) = Chairman

ALLOWANCES SYNDICATE

(Tuesday, 25th September)

W

Geoff Atkins
Charles McCaw (C)
Martin Nisbett
John Senter
John Waugh
Graham Wilson

X

Barry Chatfield
Dave Manning
Brian McKeown (C)
John Newton
Colin Pratt
John Smith

Y

Nigel Claxton
C. Ganesu
Fred Lyons
Bob Munroe (C)
Bill Sanderson
Cyril Turbutt

Z

Roger Harste
Eric Jones
Norman Marsden
Bob Skingle
Malcolm Topham (C)
Derek Williams

(C) = Chairman

BUSINESS GAME

COMPANY A

Geoff Atkins
Fred Lyons
John Newton
John Smith

COMPANY B

Barry Chatfield
Dave Manning
Martin Nisbett
Malcolm Topham

COMPANY C

Nigel Claxton
Charles McCaw
Colin Pratt
Cyril Turbutt

COMPANY D

C. Ganesu
Brian McKeown
Bill Sanderson
John Waugh

COMPANY E

Roger Harste
Norman Marsden
John Senter
Derek Williams

COMPANY F

Eric Jones
Bob Munroe
Bob Skingle
Graham Wilson

Director's roles are decided at the first meeting of the Board on Monday 17th September.