

THE
CONFEDERATION OF BRITISH INDUSTRY
AND
PREDECESSOR ARCHIVES



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**THE CONFEDERATION OF BRITISH INDUSTRY
AND PREDECESSOR ARCHIVES**

Modern Records Centre Sources Booklet No. 7

by

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Coventry
1997

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CONTENTS

| | <i>Page</i> |
|--|-------------|
| Preface by Professor Wyn Grant | 5 |
| Introduction by Alan Crookham | 7 |
| Introduction to <i>Sources Booklet No. 2</i> by Michael Wilcox | 8 |
| British Employers' Confederation | 10 |
| Federation of British Industries | 11 |
| National Association of British Manufacturers | 31 |
| Associated Bodies | 32 |
| National Industrial Organisation | 36 |
| Devlin Commission | 36 |
| Confederation of British Industry | 37 |
| Bibliography | 71 |

PREFACE

The CBI has now been in existence for a period of over thirty years. During that period the nature of government-business relations in Britain has undergone a number of transformations. The CBI was established at a time when there was a mood of optimism that it might be possible to build a more constructive partnership between government and industry in order to create and sustain a more internationally competitive economy. Indeed, the formation of the CBI was part of a more general effort to revitalise and modernise the management of the British economy by encouraging more constructive relationships between government, business and unions.

These hopes were, of course, quickly disappointed. The 1964-70 Labour Government reverted to policies which combined deflation and intervention and which led to a more adversarial relationship with the CBI. The CBI played an important part in the efforts of the 1970-4 Conservative Government to create a set of arrangements for tripartite management of the economy through its voluntary price restraint initiative. These hopes were also dashed against the background of poor relationships between government and the unions and an upsurge in inflation. The 1974-9 period was, against the background of stagflation induced by the first oil shock, a dismal one for the British economy, although the CBI played an important role in influencing the policies of the Labour Government.

The 1979 general election saw the return of a government that was ostensibly more pro-business but whose leader was suspicious of organisations like the CBI. To the outside observer, it sometimes seemed that the CBI was uncertain what its role should be in these changed circumstances. Certainly it was a less prominent player in the processes of economic management, although that is not to say that it did not exert significant influence behind the scenes. Now the wheel has turned full circle, with electoral analysts forecasting the return of a Labour Government seeking to foster a better relationship with industry.

Since the first version of this booklet was produced, interest in the study of business interest associations has continued to grow, with an increasing emphasis on the importance of systematic comparison between countries. The archive is not, of course, just of interest to those interested in the analysis of government-business relations. Scholars studying a diverse range of policy areas, from the environment to education, will find much to interest them here.

This Sources Booklet offers a most useful and comprehensive guide to this unique and increasingly valuable archive. Future generations of scholars will be grateful to the CBI for arranging the deposit of the material, to the Leverhulme Trust and Higher Education Funding Council for England for funding work on the archive, and to the staff of the Modern Records Centre for the dedication and skill they have shown in the onerous task of sorting and cataloguing. I hope that readers of this booklet will find that it helps them to make the best possible use of the rich range of material that is available in the archive.

Wyn Grant

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INTRODUCTION

Since its establishment in July 1965, the CBI has consolidated its position as the major non-political employers' organisation. Together with the records of its predecessors, the FBI, BEC and NABM, the archive forms a major source for the political, economic and social history of the United Kingdom in the twentieth century.

The CBI began depositing its archives at the Modern Records Centre in 1979, and has continued to make deposits at regular intervals to ensure a backlog of not more than ten years. The initial four-year project to catalogue and publicise the archives of the CBI's predecessor organisations was made possible by a grant from the Leverhulme Trust Fund. That project culminated in 1984 with the publication of *Sources Booklet No. 2*. In 1995 funding was obtained from the Higher Education Funding Council for England which has *inter alia* enabled the CBI papers then at the Modern Records Centre to be catalogued and existing finding aids to be revised. In addition, this revised version of *Sources Booklet No. 2*, incorporating fuller information on the CBI, was prepared.

Most files which were closed prior to July 1965 have been integrated into the CBI Predecessor Archive. Files which were closed after this date remain in the CBI Archive regardless of the date of creation. In the case of the Education and Training Directorate an exception is made, due to many files which lie wholly in the period of the CBI Predecessor Archive forming intrinsic parts of series which remain open after 1965. It is thus important for researchers to note that information dating back to the 1950s can be found in the CBI.

The arrangement of the CBI Archive has been based on the standard scheme used by the Modern Records Centre. Subject files have been arranged in accordance with the organisational structure which created them, therefore by directorate and then by committee, panel or working party. For details of the arrangement of the CBI Predecessor Archive, see Wilcox's Introduction below.

The archive is open to *bona fide* researchers on condition that any work based upon its use is submitted to the CBI before publication. It is subject to a general ten year closure rule, with a thirty year rule on the papers of Presidents, Directors General, Deputy Directors General and Secretaries. The deposit is on-going.

Alan Crookham

INTRODUCTION TO SOURCES BOOKLET No. 2

The First World War, a time of unprecedented government involvement in industry and dislocation of the workforce, gave a great impetus to the development of representative machinery for industry at the highest level. It was at this time that the British Employers' Confederation, the Federation of British Industries and the National Association of British Manufacturers had their origins. Their separate existence continued for half a century until they came together in July 1965 to form the CBI; their archives, some 400 shelf metres, provide a major source for the political, social and economic history for the period 1915 to 1965.

Between 1971 and 1973, in a project funded by the SSRC, the jumbled accumulation of papers in the basement of the CBI offices was sorted into its constituent parts by G.W. McDonald of Wolfson College Cambridge, and some series were listed in detail. Previous use had been made of the archives, for example by Sir Charles Tennyson and Sir Norman Kipping in their memoirs, and by Stephen Blank, but McDonald's work, the report and articles which he produced from it, were probably the first to give a general idea of the size and scope of the archive. Increasing pressure of use from researchers and imminent removal of the CBI to a new headquarters led in 1979 to an agreement to deposit the archives in the Modern Records Centre. The Leverhulme Trust Fund generously responded to an application from the University Library for a grant to enable the preparation of finding aids to be completed over a four year period. The great bulk of listing, upon which this booklet is based (including the computer-generated list and indexes to the BEC archive), was undertaken by Deborah Jenkins between 1980 and 1983. She also compiled *Information Leaflet No. 4* on the deposit (December 1980), which it is intended to keep in print, updated from time to time.

In the arrangement of the deposit, the records of the predecessors have usually been separated from those of the CBI itself. Any file or volume containing material *post* July 1965 has been assigned to the CBI series, which as a result contain much which actually originated with the earlier bodies, and straight continuations of earlier series. Conversely, a file closed before August 1965 will be placed with the archive of the originating body, even if it had been retained for reference by the CBI. Small additions may therefore continue to be made to the predecessor archives from time to time. One major exception to this is the CBI Education Training and Technology directorate which took over BEC files *en bloc*, retaining the outline of the BEC classification and adapting it to include former FBI files as well as those of its own creation.

Summary lists based on the individual file or volume have been compiled for the whole archive; for each item they give a descriptive title, form of contents and covering dates. In general the files consist of duplicated minutes and meeting papers of relevant committees, circulars, correspondence and memoranda; miscellaneous printed items are usually noted in the lists. Indexes exist for the BEC (subjects and correspondents) and for some FBI directorates. There is also an index to obituaries taken chiefly from the printed journals. In due course index entries covering all the summary lists will be incorporated in the Centre's cumulative indexes. In outline the lists follow the standard scheme of arrangement used in the Modern Records Centre. Subject files of the BEC were held in a central registry, whose classification had been retained. The FBI also appears to have used a system of registering documents, but it was discontinued in the 1950s; a classification has therefore been devised for each department following the division of responsibilities shown in the *Annual Reports*.

Michael Wilcox

BRITISH EMPLOYERS' CONFEDERATION (MSS.200/B)

The BEC had its origins in the Employers' Advisory Council established in 1917 to consider questions of labour relations. The FBI had forsworn this subject, except at a general level, but was still a member of the Council until the connection was severed completely in 1919. The Council then emerged under the name of the National Confederation of Employers' Organisations, which was changed to BEC in 1939. Its constitution was revised in 1922 to allow direct membership by employers' organisations, in place of representation of various industrial groupings, but, unlike the FBI, individual firms were not eligible. Most of the records appear to date from the time of this reorganisation.

Minutes of General meetings, 1922-65; Council, 1922-65; General Purposes Committee, 1922-65; Finance Committee, 1922-65 : B/1/1-4; Industrial Affairs Committee, 1958-65 : C/3/EMP/3/1.

Council papers; drafts, notes of meetings including National Joint Advisory Council, 1957-65 : B/1/5; committee working papers, c. 1942-65 : B/1/6.

Annual Reports, 1922-64 (dupl. and printed) : B/1/7, B/3/2, B/4/1; balance sheets, 1919-63; staff pension scheme balance sheets and journal, 1961-3 : B/2/1-2.

Subject files, 1919-65. Some 1,700 files in two series following the classification of the BEC registry. Wide coverage including : internal administration (committee minutes and related papers, circulars); individual industries and employers' organisations; relations with international bodies, especially the International Labour Organisation, International Organisation of Employers and overseas employers' associations; industrial wages and conditions, training, productivity, health and safety : B/3. (Many BEC files were transferred to the CBI Education and Training Directorate at MSS.200/C/3/EDU.)

BEC *Bulletin*, 1954-64; miscellaneous pamphlets : B/4/2-3.

The list of BEC records with correspondent and subject-indexes is available in microform as a 3-fiche set (price £15).

FEDERATION OF BRITISH INDUSTRIES (MSS.200/F)

The FBI was founded in 1916 on the initiative of the Midlands industrialist, Dudley Docker. He obtained pledges of £1,000 from each of 124 firms to launch a new representative organisation for industry. The Federation shied away from involvement in such basic issues as labour relations and (at first) tariff reform, but overall it did prove a success. It absorbed other smaller organisations which strengthened its regional and overseas work, and in 1923 was incorporated by Royal Charter. It was easily the biggest of the CBI's predecessors, having a membership of over 9,000 individual firms and 272 trade associations by 1964.

The governing body of the FBI, the Grand Council, was composed of representatives of trade associations and nominees of panels of individual members. It elected the President and the Executive Committee, as well as providing a place for general discussion. Administration was based on departments or directorates, each divided into sections, under the overall control of a Director General. The responsibilities of the directorates evolved during the Federation's existence : the creation and dissolution of sections and their moves from one directorate to another can be followed in the Annual Reports. The arrangement of the archive reflects the organisation in its last form, on the eve of the CBI.

FBI MINUTE BOOKS (MSS.200/F/1/1/1-224)

In formulating its policies, the FBI was dependent on the views of its members expressed largely through an array of committees, specialist panels, *ad hoc* working parties and meetings. The range of the committee's work is reflected in the papers of the directorates which serviced them. By 1929 there were said to be 93 committees. Attempts at rationalisation were made, notably in 1947; the number of standing committees was then reduced to 16 (although each still had its own subsidiaries), but by 1965 it had grown again to 23.

There are 224 volumes of signed minutes in the FBI series, yet several large gaps are obvious. Some gaps may be filled from the files of duplicated minutes held by the directorates, or from the series of Circulars. Some CBI Minute Books (MSS.200/C/1/2-18) also contain inherited pre-1965 material. Besides central committees, the series includes minutes of the FBI Manchester District Committee on Transport, 1921-64, the Employers' Advisory Council (forerunner of BEC), 1917-18, and the employers' representatives on NPACI.

FBI

Volumes 1-187 have been listed in detail by G.W. McDonald (*see* Introduction) and an index to the titles of committees (the majority very short-lived) has been compiled for the whole series.

Standing Committees, 1964 (from *Annual Report, 1964* - the latest available list. The dates show the coverage of the minute books. A dash indicates that no minutes are held.)

Company law, 1936-65; Consumer protection, 1959-65; Contracts, 1921-35; Current economic affairs, 1947-65; Economic study -; Education, 1917-65; Export credit, 1962-5; Export promotion policy -; Finance, 1920-59; Fuel and energy 1963-5; Industrial art -; Industrial research, 1942-65; Location of industry, 1947-65; Minerals, 1948-64; Overseas trade policy, 1960-2; Overseas investment, 1961-5; Overseas scholarships -; Taxation, 1919-62; Technical co-operation -; Technical legislation, 1947-64; Trade practices policy, 1959-5; Transport, 1919-64; Valuation and rating, 1950-6.

Other important surviving series are Grand Council, 1919-58, Executive (later General Purposes), 1916-60, President's advisory committee, 1945-64, Overseas, 1916-39, Production, 1921-45, Shipping and air, 1923-62, Trade effluent, 1954-65, Trade organisation, 1946-51.

FBI CIRCULARS (MSS.200/F/1/2)

Duplicated minutes, reports and papers distributed to the whole FBI membership or to members of specific committees, trade groups, regions, etc. Between 1919 and 1960 they are arranged by number only in 98 boxes (over 100,000 pieces), and so are not easy to use on a subject basis. However, copies of some of them may be found in the directorate subject files : F/1/2/1-98.

From January 1961 a classification scheme was used :

| | |
|-------------------|---|
| MSS.200/F/1/2/DG | Director General, 1963 |
| MSS.200/F/1/2/EPP | Economic problems and policies, 1964 |
| MSS.200/F/1/2/E | Economic circulars, 1961-5 |
| MSS.200/F/1/2/GC | Grand Council circulars, 1961-5 |
| MSS.200/C/1/2/GD | General directorate circulars, 1961-3 |
| MSS.200/F/1/2/GS | General Secretariat circulars, 1963 |
| MSS.200/F/1/2/H | Home services & information circulars, 1961-5 |

| | |
|-------------------|---|
| MSS.200/F/1/2/O | Overseas circulars, 1961-5 |
| MSS.200/F/1/2/S | Secretariat circulars, 1961-5 |
| MSS.200/F/1/2/T | Technical circulars, 1961-5 |
| MSS.200/F/1/2/TCC | Traders' Co-ordinating Committee on Transport circulars, 1961-4 |
| MSS.200/F/1/2/BSC | British Shippers' Council circulars, 1961-4 |

FBI PRESIDENTS (MSS.200/F/3/P)

Papers for successive presidents survive from 1949. The dates of their periods of office are given below, although the papers usually cover a longer span. (Figures in brackets are the number of files.)

Generally the papers comprise correspondence, memoranda and copies of articles and speeches by the presidents; in particular they deal with relations with government departments and external and overseas organisations (such as the Council of European Industrial Federations).

| | |
|-------------------------------------|--------|
| Sir Robert Sinclair, 1949-51 (16) | F/3/P1 |
| Sir Archibald Forbes, 1951-3 (6) | F/3/P2 |
| Sir Harry Pilkington, 1953-5 (34) | F/3/P3 |
| Sir Graham Hayman, 1955-7 (10) | F/3/P4 |
| Sir Hugh Beaver, 1957-9 (17) | F/3/P5 |
| Sir William McFadzean, 1959-61 (68) | F/3/P6 |
| Sir Cyril Harrison, 1961-3 (49) | F/3/P7 |
| Sir Peter Runge, 1963-5 (108) | F/3/P8 |

The series was listed and arranged by G.W. McDonald. For each file there is an extensive list of correspondents and titles of memoranda, which have not, however, been consolidated into a single index.

Correspondence with some early presidents, c.1916-22, can be found in the Nugent papers : F/3/D1/2; and for presidents, 1940-51, in the Kipping and Walker series : F/3/D3/4/16-22; F/3/S1/5. Speeches of Sir Clive Baillieu : F/3/Pi/1. Speeches of Sir Frederick Bain : F/3/Pii/1. Correspondence of Sir George Nelson (president 1943-45) with Sir Guy Locock : F/3/D2/4/3.

A President's advisory committee was formed in 1944, consisting of the president, his deputy and five immediate predecessors. Its minutes survive, 1945-64 : F/1/1/215, 216.

(N.B. British Library of Political and Economic Science : Papers of Sir Hugh Beaver.)

FBI DIRECTORS GENERAL (MSS.200/F/3/D)

Roland Nugent joined the FBI as its first director from the Foreign Office in 1916, and in turn recruited many of the Federation's original staff from the same source, including Guy Locock, who succeeded him in 1932. Norman Kipping, who became director in 1946, had been works manager for Standard Telephone and Cables, but during the war was drafted to the Ministry of Production and afterwards served briefly as under-secretary to the Board of Trade, where he too was infected with what he called "the virus disease that is caught by personal involvement in central affairs".

Kipping's papers form the largest part of the following list because they are so much more extensive than either of the other groups. Nugent's are concentrated on the foundation and early years of the FBI, while Locock's cover the period of his directorate and some 10 years following, when he continued to act as an adviser. Kipping held a similar position following his retirement in 1965, resulting in the formation of a separate group in the CBI archive (MSS.200/C/3/C1).

The list of the papers of the Directors General has been published by the List and Index Society in its *Special Series*, Vol.17, 1983.

| | |
|-----------------------------|--------|
| Roland Nugent, 1916-32 | F/3/D1 |
| Sir Guy Locock, 1932-45 | F/3/D2 |
| Sir Norman Kipping, 1946-65 | F/3/D3 |

Origins and internal organisation

FBI foundation meetings, draft rules, 1916-18 : F/3/D1/1.

Relations with trade associations and other bodies; mergers and amalgamations, 1916-22 : F/3/D1/2.

Staff recruitment, 1916-22 : F/3/D1/7.

Regional organisation, 1917-65 : F/3/D1/6, F/3/D2/5, F/3/D3/4/33-7.

Grand Council minutes and papers, 1946-65 : F/3/D3/3/3-10.

President's advisory committee, 1945-52 : F/3/D2/4/4, F/3/D3/4/13-15.

Corres. with presidents, 1939-61 : F/3/D2/4/3, F/3/D3/4/16-22.

Director General's committee, 1945-54 : F/3/D2/4/1-2, F/3/D3/4/25-32.

Director General's Aide Memoire (later Trade Association Liaison Meeting), 1947-65 : F/3/D3/4/23-4.

General corres. including Doulton and Co. board papers, 1949-56; admission of women to the Foreign Service, 1945-6 : F/3/D2/7; Kipping outgoing corres. only, 31 files, 1946-65 : F/3/D3/1 (a list of correspondents and mema. exists for each file, but no comprehensive index); Kipping general and personal corres. including work at the Ministry of Production, 1942-65 : F/3/D3/2; notes and texts of speeches, 1946-64 : F/3/D3/3.

Economic and industrial

Mond-Turner talks, National Industrial Council, TUC relations, 1927-32 : F/3/D1/9.

Price controls, dividend limitation, incomes policy, 1944-64 : F/3/D3/5/13-21; productivity, 1948-63 : F/3/D3/10/10-13.

Nationalisation, 1946-65 : F/3/D3/5/22-4.

Company law, taxation, location and organisation of industry, 1942-8 : F/3/D3/5/25-33.

Exports, 1946-63 : F/3/D3/5/34-40.

FBI

Industrial working parties; development councils, 1946-50 : F/3/D3/10/14-7.

Fuel and power, 1946-64 : F/3/D3/10/25-7.

Civil research; Dept. of Scientific and Industrial Research, 1948-64 : F/3/D3/10/1-9.

Advertising and publicity, 1947-64 : F/3/D3/10/28-32.

Overseas relations : individual countries, especially Australia, India, USA : F/3/D3/6; European reconstruction and integration, 1945-64 : F/3/D3/5/41-4; overseas representatives' reports, 1946-9 : F/3/D3/6/113, 116; International Conferences of Manufacturers, 1951-60 : F/3/D3/6/121-37.

International Bank for Reconstruction and Development, 1953-63 : F/3/D3/6/133-50; conferences of directors, European Industrial Federation, 1948-59 : F/3/D2/2/8, F/3/D3/6/154-7.

Trade fairs, international exhibitions, a national exhibition centre, 1946-65 : F/3/D3/10/33-7.

Relations with outside bodies

Anglo-American Council on Productivity : sessional papers; UK section council; technical committee; preparation of team reports, 1948-52 : F/3/D3/7.

Dollar Exports Board, 1949-64 : F/3/D3/8.

BEC : proposed amalgamation, 1942-59 : F/3/D2/3/1-7, F/3/D3/9/19.

NUM, 1916-60 : F/3/D2/3/9-11, F/3/D3/9/20.

Economic League, 1948-64 : F/3/D3/9/31-4.

FBI DEPUTY DIRECTOR (MSS.200/F/3/DD)

The only papers of a deputy director surviving as a group are those of Sir Moir Mackenzie, who held the post from 1946 to 1951. These comprise only 19 files and a partial index, covering chiefly overseas relations, especially with North America, 1940-51 : F/3/DD1.

FBI SECRETARIES (MSS.200/F/3/S)

The first secretary of the FBI, Edmund Hill, was appointed in 1917, Roland Nugent having up to that time acted as both Director and Secretary. Hill appears to have worked largely out of London, and no group of papers can be assigned to him; evidence of his activities exists only in Nugent's papers and committee minutes.

Hill left at the end of 1921 and was succeeded by Douglas Walker (1894-1962), a Yorkshireman educated at Oundle and Cambridge. Being unfit for military service, he worked with the YMCA in France during the First World War and then joined the Foreign Office to train for the consular service. Nugent arranged his transfer to the FBI on a trial basis in 1917, but in fact he stayed until his retirement in 1959. "He had an unrivalled knowledge of industry and the leading people in it", his obituarist wrote, and Sir Norman Kipping's estimate of his role in the FBI was that "he had had a bigger influence on our affairs than any of his contemporaries".

Walker's successor was John Gough, who had been his assistant for several years. The papers which bear his name frequently overlap in date and subject with those of Walker, and the two groups should be considered together. Both are arranged under the same three broad headings, although the internal classification is varied to reflect differing emphases.

Gough continued as secretary of the CBI from 1965 to 1973 and so there is a second group of his papers in the CBI archive, which contain some inherited FBI material (MSS.200/C/3/S1).

Douglas Walker, 1922-59

F/3/S1

John Gough, 1959-65

F/3/S2

Internal

AGM, Grand Council, Finance and Executive committees, 1921-65 : F/3/S1/1-3, F/3/S2/1,2,4,5.

FBI

Constitution and organisation, 1920-65 : F/3/S1/4, F/3/S2/3,8.

Director's reports, 1919-30 : F/3/S1/6.

Director's committee and Monday meeting (staff planning), 1919-65 : F/3/S1/6, F/3/S2/7.

Membership and subscriptions, 1922-65 : F/3/S1/7, F/3/S2/8.

Regional organisation, publications, staff, premises, 1918-65 : F/3/S1/8-11, F/3/S2/9,11-13.

Conferences, overseas exhibitions, social functions, 1937-65 : F/3/S2/10.

Subject files

Trade organisation : relations with trade associations; Organisation of Industry committee and reconstruction, 1942-4 : F/3/S2/14; evidence to BoT committee on Industry and Trade, 1926 : F/3/S1/13/7; League of Industry, National Industrial Alliance, National Council of Industry and Commerce etc., c.1930-45 : F/3/S1/13; Industrial Reorganisation (Enabling) Bill, 1935 : F/3/S1/13/2, F/3/S2/14/4-6; enquiry into TAs, c.1945-6 : F/3/S2/14; Development Councils, 1946-55 : F/3/S2/14/33-48; TA Liaison meetings, 1961-5 (successor to DG's Aide Memoire) : F/3/S2/14/83-90.

Economic conditions : profiteering, 1919-20 : F/3/S1/15/1-3 : export credits, 1922-32 : F/3/S1/15/4-5; productivity, 1947-64 : F/3/S1/14/23,29, F/3/S2/18/8-10; dividend limitation, 1948-56 : F/3/S1/14/24,32,41, F/3/S2/22; capital expenditure limitation, 1947-8 : F/3/S1/15/16-18, F/3/S2/18/4; resale price maintenance, 1947-51 : F/3/S1/15/20,27; restrictive practices and monopolies, 1949-62 : F/3/S1/15/30-1, F/3/S2/21/5-7.

Advertisement registration, 1947-9 : F/3/S2/16; *Buy British Goods* campaign, 1923-6 : F/3/S1/30.

National Industrial Council FBI-TUC talks; verbatim reports, 1928-31 : F/3/S1/18; BoT committee on Finance and Industry, 1929-30 : F/3/S1/19.

Taxation, 1923-58 : F/3/S1/16; introduction of purchase tax, 1940-1 : F/3/S2/17.

Overseas relations : FBI overseas reports, 1946-55; files on individual countries, incl. FBI mission to Germany, 1939; tariffs and treaties; international conferences, 1933-56 : F/3/S1/21.

Rearmament, defence, reconstruction, 1935-48 : F/3/S1/23, F/3/S2/15; civil defence, equipment, ARP in industry, 1936-51 : F/3/S1/22; war risk insurance, 1938-50 : F/3/S1/24 (extensive series).

Nationalisation, 1945-63 : F/3/S1/26, F/3/S2/20.

Industrial education, overseas apprenticeships, 1919-64 : F/3/S1/20, F/3/S2/24.

Calendar reform, metrication, company law, patents and trademarks, industrial research, 1919-58 : F/3/S1/20.

Agriculture, fuel and power, transport, 1921-59 : F/3/S1/27-9, F/3/S2/14/2-3.

General and miscellaneous correspondence (selectively catalogued), 1923-65 : F/3/S1/32-3, F/3/S2/25-6.

Relations with outside bodies

NCEO/BEC, 1926-65 : F/3/S1/34, F/3/S2/34.

NPACI, minutes, notes, memoranda, 1942-65, meetings of employers' representatives : F/3/S1/39, F/3/S2/38.

Regional Boards, 1941-58 : F/3/S2/29.

NABM, canvassing material, proposed fusion, 1931-64 : F/3/S1/35, F/3/S2/35.

NJAC, 1940-64 : F/3/S2/30.

FBI

AACP meeting papers, UK section, sessional papers, draft reports and publications, 1948-53 : F/3/S1/36, F/3/S2/36.

BPC council minutes and papers, 1953-63 : F/3/S1/36, F/3/S2/37 (AACP and BPC publications can be found under F/5).

Regional series

From 1963 to 1965 the membership department of the FBI (which handled regional organisation) was part of the secretariat. Local committees were a very early feature of the FBI, although their number fluctuated. Reorganisation in 1947 created 10 regions based on the government's Regional Boards for Industry.

Within the series listed below records usually exist for each region, but material for the 1950s is almost entirely lacking.

Regional Councils general corres., c. 1946-65; incl. establishment of regions, 1947, relations with Regional Boards and other government bodies, minute and meeting papers : F/3/S3/1.

Regional Offices general corres., 1919-65; membership and subscription enquiries : F/3/S3/2.

Meetings of regional chairmen and secretaries, 1947-9 : F/3/S3/3-4.

Circulars, 1944-8 : F/3/S3/5.

Reports on canvassing and visits to members, 1939-65 : F/3/S3/6.

Staff and premises, 1920-65 : F/3/S3/9-10.

Related material exists in the series of Directors' General and Secretaries' papers, and in the Minute Books.

A survey of records still held by CBI Regional Offices was made in 1983, and the results are noted on p.30.

FBI ECONOMIC DIRECTORATE (MSS.200/F/3/E)

The Economic Directorate was subject to frequent reorganisations, often resulting from changes of staff or varying outside conditions. In 1954, for example, it took over the Taxation and General section of the Technical Directorate, while surrendering Tariffs to Overseas. It reached its final form only in 1961 when it was divided into two sections : Economic, and Taxation & Legal. Against this can be set the long service of two Directors (earlier styled Economic Adviser), Roy Glenday, 1928-54, and Arthur Shenfield, 1955-65, separated only by the brief interregnum of Dr. F. Chalmers-Wright.

Groups F/3/E1-E3 represent the economic side of the Directorate, F/3/E4-E7 the taxation work under the assistants Scott, Crump and Dunse, and F/3/E8 covers legal matters.

The list of Economic Directorate papers has been published by the List and Index Society in its *Special Series*, Vol.17, 1983.

Economic

Statistics, Census of Production, FBI Industrial Trends Survey, 1924-65 : F/3/E1/9, F/3/E2/4, F/3/E3/30-1.

Price control, Price of Goods Act (1939), 1939-60 : F/3/E1/5, F/3/E2/2, F/3/E3/5.

Dividend limitation, 1948-54 : F/3/E1/5/5, F/3/E3/6.

Balfour Committee on Industry and Trade : evidence, misc. economic papers, 1924-7 : F/3/E1/3/4-5,9.

Macmillan Committee on Industry and Finance, 1930 : F/3/E1/3/6-8.

Radcliffe Committee on the Working of the Monetary System, 1957-9 : F/3/E2/12, F/3/E5/43/4.

FBI Capital Resources enquiry, 1950-3 : F/3/E1/4/7-8, F/3/E3/7, F/3/E5/43/1.

Gold standard, 1922-34 : F/3/E1/4/1-2, F/3/E3/3/2.

National debt, 1922-25 : F/3/E3/3/1.

Wartime conditions, concentration of production, reconstruction, 1940-52 : F/3/E1/7, F/3/E3/4.

Controls : jt. FBI-NUM-ABCC committee, 1948-50 : F/3/E3/3/9.

Restrictive practices and monopolies, incl. case files, 1948-64 : F/3/E3/9, F/3/E8/2.

Productivity : jt. BEC-TUC-FBI panel, 1948 : F/3/E1/9/7, F/3/E3/30/19.

Business Economists' Group circulars, 1959-65 : F/3/E3/20.

Nationalisation, incl. FBI committee papers, 1946-65 : F/3/E1/6, F/3/E2/3, F/3/E3/3/17, F/3/E3/26/9-11, F/3/E5/11/5-6.

Specific industries' control and organisation, especially iron and steel, non-ferrous metals, cotton, engineering, c. 1939-65 : F/3/E3/21-9.

International relations : import controls, 1921-6 : F/3/E1/13/1-2,4; exchange controls, 1932-7 : F/3/E1/13/8-10, F/3/E3/32/23-4; Colonial Economic Research Committee and predecessors : minutes and papers, 1944-51 : F/3/E1/14/2-7; Empire Economic Union, 1930-52 : F/3/E1/14/1,8; relations with individual countries, especially Germany, 1926-50, Japan, 1932-5, USA, 1937-43 : F/3/E1/15; Middle East and Third World, 1936-63 : F/3/E3/33; international conferences, Brussels, 1920, Genoa, 1922, Geneva 1927 : F/3/E1/16; International Chamber of Commerce committees and congresses, 1927-50 : F/3/E1/16/13-18; Conference of Directors, European Industrial Federations, 1932-54 : F/3/E1/16/23-32; export finance, 1953-65 : F/3/E2/1/1-5, F/3/E3/32/33-7; overseas investment committee, 1959-65 : F/3/E3/32/1-18; EFTA working party on the Common Market, 1956-60 : F/3/E3/34/3-7; Anglo-French economic planning conference, 1962 : F/3/E3/34/10-12; FBI working party on overseas technical assistance, 1959-64 : F/3/E3/35; Business and Industry advisory committee to OECD, 1962-3 : F/3/E3/37.

General and misc. correspondence, briefs, drafts, 1922-63 : F/3/E1/12, F/3/E3/40-1.

Taxation and legal

Trade marks, patents and design; National Research Development Corporation; British Standards Institution, 1935-63 : F/3/E5/30-2, F/3/E8/3; Trade Marks, Patents and Designs Federation minutes and papers, 1948-63 : F/3/E5/29, F/3/E8/3/1-2.

Contracts incl. costing, government and overseas contracts, 1929-64 : F/3/E5/22-4, 27-8, F/3/E6/11, F/3/E7/4, F/3/E8/5.

Valuation and rating : valuation of stocks, depreciation allowances, derating of industrial premises, 1919-59 : F/3/E5/16-19, F/3/E6/10, F/3/E7/2, F/3/E1/12/11.

Company law, 1925-63 : F/3/E5/20-1, F/3/E7/3, F/3/E8/4.

Town and Country Planning, pollution control, Central Land Board, 1946-62 : F/3/E5/34-5,39, F/3/E6/9.

Treaty of Rome, 1958-63 : F/3/E8/1.

Taxation : income tax, 1919-57 : F/3/E4/3, F/3/E5/7; Royal Commission on Income Tax, 1919-20 : F/3/E5/3; war taxes, National Defence Contribution, excess profits tax, 1937-57 : F/3/E5/8; purchase tax, 1947-59 : F/3/E5/9, F/3/E6/5; death duties, 1953 : F/3/E6/6; budget representations, 1936-59 : F/3/E5/1, F/3/E6/3; Royal Commission on Taxation of Profits and Incomes, 1950-5 : F/3/E5/4, F/3/E6/7; Taxation of Trading Profits (Millard - Tucker committee), 1949-52 : F/3/E5/5.

FBI OVERSEAS DIRECTORATE (MSS.200/F/3/O)

The Overseas service of the FBI consisted of the home organisation divided into sections on a geographical and subject basis, and as many as 90 representatives abroad. In its early days its chief concern was to promote trade, but in the late 1920s it became involved in international conferences and the representation of business interests in general.

C.F.I. Ramsden was appointed head of the Foreign Section in 1929, after ten years work with the Federation, and Overseas director in 1946. He was associated in his work with Moir Mackenzie, head of the Empire Section at the same time and later Deputy Director General (*see* p.17). Peter Tennant, a specialist in European affairs, was brought in from the Foreign Service to succeed Ramsden on his retirement in 1953. When Tennant himself was promoted to be Deputy Director General in 1963, his place was taken by John Whitehorn, who had experience of working in several different departments since 1947.

W.P.N. Edwards served as deputy director from 1949-51, when he was appointed Director of Home Service and Information. He maintained his connection with overseas affairs as managing director of British Overseas Fairs Ltd., a company sponsored by the FBI. Fairs and exhibitions had always been one of the concerns of the directorate until BOF was established as a separate organisation in 1955, and the British Industries Fair folded in 1956.

- O1 Ramsden papers
- O2 Tennant papers
- O3 Whitehorn papers
- O4 Edwards papers
- O5 Assistant's papers
- O6 British Industries Fair; British Overseas Fairs

International relations : conferences, representation, trade promotion in Commonwealth, Latin America, Third World, Middle East, 1949-65 : F/3/O2/1, F/3/O3/1, F/3/O4/2,4, F/3/O5/3.

North America : exports, AACP, Canadian Association of British Manufacturers and Agents, 1947-55 : F/3/O4/5-7,9; Dollar Exports Board, 1949-56 : F/3/O4/8.

Individual countries, especially Australia, China, Germany, Japan, New Zealand, South Africa, USSR, 1930-65 : F/3/O1/1, F/3/O2/3, F/3/O4/1, F/3/O5/4.

European organisations : EFTA, 1957-60 : F/3/O2/2/24-30, F/3/O5/2/12-16; EEC, 1952-64 : F/3/O2/2/1-23, F/3/O5/2/1-11; Council of European Industrial Federations, OEEC, Business and Industry Advisory Committee to OECD, 1949-64 : F/3/O2/2/31-60, F/3/O5/2/17-22.

Trade, exports policy, 1934-61 : F/3/O1/2, F/3/O2/4/1-9, F/3/O4/10, F/3/O5/5.

Exhibitions, publicity, packaging, BOT Advisory Committee on Exhibitions, 1946-59 : F/3/O4/12.

1st, 2nd and 4th International Conferences of Manufacturers, 1951, 1954, 1960: F/3/O4/10/16, F/3/O2/1/35, F/3/O5/6/24.

Overseas tours by directorate staff : Africa, Middle East, Australia, New Zealand, 1953-61 : F/3/O2/1/17-34, F/3/O5/3/14-27.

Education and training; senior personnel courses, 1955-65 : F/3/O2/5/44-6, F/3/O3/5.

Council of Industrial Design minutes, 1960-4 : F/3/O2/5/39-43.

Royal Commission on Scottish Affairs : FBI submission, 1952-3 : F/3/O3/4/2-3.

International Bank for Reconstruction and Development, 1952-6 : F/3/O5/6/2-3.

International Conference on Trade and Employment, 1934-48 : F/3/O5/6/5-23.

British Export Trade Research Organisation, 1950-9 : F/3/O2/4/10-11.

FBI

BIF, BOF; papers on individual fairs, exhibitions policy, 1931-64 : F/3/O6,
F/3/O2/5/37-8; C/3/PUB/2.

International Chamber of Commerce, 1951, 1960-5 : F/3/O4/10/14-15,
F/3/O5/6/1.

British Empire Union, Aims of Industry, Economic League, 1949-55 :
F/3/O4/13.

**FBI PROMOTION AND INFORMATION DIRECTORATE
(MSS.200/F/3/I)**

A press or publicity department existed within the FBI from 1918, its aim being both to disseminate information to the membership and to promote awareness of industry among the general public. From 1951 to 1963 it was incorporated with the Regional Department in the Home Service and Information Directorate (Promotion and Information from 1961). In its most extensive form it was responsible for press relations, publicity, exhibitions and production of the *FBI Review* and other publications.

Most of the small group of surviving papers dates from the time of World War II to the middle 1950s only.

FBI Overseas Industrial Publicity Committee, 1939-40; Publicity Committee, 1948-55 : minutes and papers : F/3/I/1.

Press releases; analysis of press notices, 1934-58 : F/3/I/2.

FBI Review printing and publication, incl. proof advertisements, 1946-52 :
F/3/I/3.

Conference arrangements; overseas scholarships; correspondence with Prof. S.E. Finer re his article on the FBI, 1946-57 : F/3/I/4.

FBI TECHNICAL DIRECTORATE (MSS.200/F/3/T)

The directorate was formed in 1946 to combine the functions of several earlier departments; in fact very few pre-war papers survive, and many later files, especially for the 1960s, appear to have been transferred to the Education and Training Directorate of the CBI (*see* MSS.200/C/3/EDU). With the exception of the series bearing the name of W.J. Dickie, the records are not arranged on the basis of individuals, but by the subjects with which the directorate dealt.

- F/3/T1-2 Education, Industrial Research, Industrial Art (first and second series)
- F/3/T3 Technical
- F/3/T4 Engineering Advisory Council

F/3/T1 and F/3/T2 both cover the same ground. F/3/T1 seems to have been formed from files withdrawn from the current system and numbered in a single sequence from 1 to 437. This numbering has been retained, and although no attempt at classification was made, blocks of related material are apparent within the series. The classification used for both F/3/T2 and F/3/T3 reflects the division of responsibilities within the directorate.

The FBI was instrumental in setting up the Engineering Advisory Council in 1946, and provided secretarial help for the employers' side.

Education

Training and education schemes, 1926-33 : F/3/T2/2/1-2; shortage of science teachers, 1953-4 : F/3/T1/314-5, F/3/T2/3; Civil Service Selection Boards, 1946-50 : F/3/T1/345, F/3/T2/4; industry and higher education, 1948-54 : F/3/T1/188-97, 220-4, 263, 305-13.

See also CBI Education and Training Directorate (MSS.200/C/3/EDU).

Industrial research

Research Directors Groups, London and Birmingham, 1948-55 : F/3/T1/70-3, 233-4, 357-8, 427-8; FBI Industrial Research Survey, 1943-56 : F/3/T2/7; conference arrangements and reports 1943-62 : F/3/T2/8; overseas research, 1944-54 : F/3/T1/366-80; 2nd and 3rd Conferences of Industrial Research Directors, 1950-4 : F/3/T1/268-71, 319-23; Dept. of Scientific and Industrial Research, 1939-58 : F/3/T2/9/9-12; Royal Society, 1945-49 : F/3/T2/9/13-15; agriculture, 1943-5 : F/3/T1/426.

Industrial art and design

Design policy for industry : automobiles, household appliances, 1949 : F/3/T2/10/24-6; copyright and registration of design, 1946-59 : F/3/T2/11; British Industries Fairs, Design and Industries Association, Central Institute of Art and Design, Council of Industrial Design circulars, newsletters, printed misc., c.1946-53 : F/3/T2/12.

Technical legislation

Trade effluent, Central Advisory Water Committee, water supply, 1923-62 : F/3/T3/2; mines and quarries, location of industry, town and country planning, 1947-61 : F/3/T3/3,6; weights and measures, 1948-60 : F/3/T3/4; air pollution, Clean Air Act, 1949-60 : F/3/T3/5; British Standards Institution circulars, printed misc., 1947-63 : F/3/T3/9; Combustion Engineering Association, British Internal Combustion Engine Manufacturers Association minutes and papers, 1950-61 : F/3/T3/10.

Fuel and power

Coal stocks and prices, 1947-59 : F/3/T3/12; electricity supply industry enquiry, 1954-5 : F/3/T3/13/1-3; gas and electricity Consultative Councils, 1948-57 : F/3/T3/13; nuclear energy, Foratom, British Nuclear Forum, foreign atomic associations, 1957-64 : F/3/T3/14; Ridley Committee on National Fuel Policy, 1947-52 : F/3/T3/15/1-5; National Industrial Fuel Efficiency Service, 1952-3 : F/3/T3/15/6-7; fuel crises, 1947, 1956 : F/3/T3/16; FBI Fuel Economy Review, corres., 1951-8 : F/3/T3/17; Dickie papers, 1946-65 : F/3/T3/20.

Transport, shipping, 1938-64 : F/3/T3/21-2.

Production, business management

NPACI minutes and papers, 1948-55 : F/3/T3/24; management, British Institute of Management, 1946-55 : F/3/T3/25; Committee on Industrial Productivity, 1947-9 : F/3/T3/27; Anglo-American Council on Productivity, minutes, corres., 1948-53 : F/3/T3/28; Economic Co-operation Administration, 1950-6 : F/3/T3/29; employment agencies for retired officers, Polish immigrants, 1946-58 : F/3/T3/30.

FBI Defence committee minutes and papers, 1944-64 : F/3/T3/31.

FBI Coronation medals panel, 1952-3 : F/3/T3/35.

Engineering Advisory Council

Minutes, corres., subject files, 1947-55, 1961-3 : F/3/T4/1-3.

FBI PUBLICATIONS (MSS.200/F/4)

This collection, believed to be fairly complete, was transferred from the CBI library.

Serials and periodicals include : *Balance sheets and accounts*, 1946-64 (incomplete) : F/4/1; *Annual Reports*, 1917-64 (during the war a summary only was issued in *British Industries*) : F/4/2; *Register of British Manufacturers* (members' directory), 1938-65 (sporadic) : F/4/5; *The Budget* (representations to the Chancellor of the Exchequer), 1951-65 : F/4/10; *Taxation studies*, 1959-64 : F/4/11; *Fuel economy monographs*, 1921-52 : F/4/13; *Fuel Economy Review*, 1944-65 (vols. 23-43; lacks 1945, 1953) : F/4/14; Overseas scholarships (misc. publications), 1955-65 : F/3/16-21; *FBI Bulletin*, 1917-24 (continued as *British Industries*, 1924-50, *FBI Review*, 1950-64) : F/4/24; *Taxation Notes*, 1921-38 : F/4/25; *War Circular*, 1940-5 : F/4/26; *FBI Circular*, 1945-56 : F/4/27 (continued as *FBI Home Circular*, and *FBI Overseas Circular*, 1957-64 : F/4/28, 29).

Occasional publications, 1917-65 : over 370 pamphlets, catalogued in chronological order, covering the range of FBI interests, especially overseas conditions, reports of conferences, FBI propaganda : F/4/32-80.

Joint publications of FBI and other bodies, and publications of related organisations, e.g. British Overseas Fairs catalogues : F/4/81-92.

PUBLICATIONS BY OUTSIDE BODIES (MSS.200/F/5)

Anglo-American Council on Productivity : a complete set of reports of productivity and specialist teams, US team reports and Final Report; *Sessional Reports* 1-3; occasional publications : F/5/S1.

FBI

British Productivity Council : *Annual Review*, 1961-6 (incomplete); *Policy and Progress Report*, 1953-6; *Action* pamphlets, 1954-7; *Productivity Reviews*, 1953-5; occasional publications : F/5/S2.

The Economic League : occasional publications, 1934-64 : F/5/S3.

Miscellaneous publications, 1923-64 : F/5/O.

Business ephemera : examples are included in various subject file series; the *British Industries* files include circulated leaflets.

LEGAL DOCUMENTS (MSS.200/F/7)

Printed copies of the FBI charter, 28 May 1923, and of the Integration Agreement and Supplemental Charter for foundation of the CBI, 1965.

PRESS-CUTTINGS (MSS.200/F/10)

Book of press-cuttings of a dinner given by the FBI for Stanley Baldwin; also seating plan, guest list, report of speeches, Apr 1937.

REGIONAL OFFICE RECORDS (MSS.200/F/R)

A survey of CBI Regional Offices (which had formerly been part of the FBI organisation) was made in 1983 to determine what, if any, pre-1965 records they held. As a result of this survey a number of minute books of Regional Councils were deposited in the Centre, but hardly any other material had survived office removals and clear-outs.

Midland Region minutes, 1918-65; correspondence, 1947-63; South Western Region minutes, 1958-65; East Midlands Region minutes, 1923-37, 1947-55, 1968-79; correspondence, 1917-21; office accounts, 1948-73; Yorkshire and Humberside Region minutes 1960-5, W. Yorkshire (non-textile) Trade Effluent Committee minutes, 1939-68; North Western Region minutes, 1947-52, 1957-65 (other NW minutes, 1932-42, 1953-6 in the main FBI Minute Book series, MSS.200/F/1/1/208, 209); Eastern Region : correspondence; Scotland : correspondence, 1958-9 : F/R; C/3/REG.

**NATIONAL ASSOCIATION OF BRITISH MANUFACTURERS
(MSS.200/N)**

Founded in 1915 as the British Manufacturers' Association, it became the National Union of Manufacturers in 1917 and finally, in 1961, NABM. It came to resemble, and even to rival, the FBI in providing services and national representation for its members, but was particularly strong among small and middle-sized firms.

The surviving archive is very incomplete.

Minutes of Founding Committee, 1915-17; Executive Council, 1960-65; Finance Committee, 1956-65; Manchester branch, 1926-64; London and Home Counties branch, 1956-65 : N/1/1-3,6.

Committee agenda books, 1918-24; attendance books, 1918-65 : N/1/4,5.

Balance sheets, 1918-64 (incomplete) : N/2/1.

Subscription records, 1916-28 : N/2/3.

Account books, 1925-65 : N/2/4.

Correspondence files, mostly from the office of H.J. Gray, last director, 1961-65. Only 28 files survive. Subjects include NABM committees and regions; National Industrial Organisation; NEDC liaison committee : N/3.

Annual Reports, 1947-65; *The United Manufacturers' Journal*, 1917-23 (continued as *The National Union of Manufacturers' Journal*, 1923-50, *The British Manufacturer*, 1950-65); circulars, 1917-42; *Manufacturer's Manual and Buyer's Guide*, 1964-5; miscellaneous occasional publications, c.1919-64 : N/4.

NABM Midland Branch : circulated papers, 1961-5 : N/6/WM.

Certificate of Incorporation, 1917; Memorandum and Articles of Association, c.1948 and c.1961 : N/7/1.

ASSOCIATED BODIES

All three CBI predecessors provided office space and secretarial help for a variety of organisations with aims related to their own. They ranged from trade associations with only a handful of members to government-sponsored bodies such as the Dollar Exports Board.

ASSOCIATION OF BRITISH ALUMINIUM & GOLD BRONZE POWDER (FLAKE) MANUFACTURERS (MSS.200/APFM)

Known as the Association of Aluminium Powder (Flake) Manufacturers before April 1948.

Files of correspondence, 1945-50, with government departments, member firms, the British Aluminium Foil Rollers Association and the Export Group of the Paint Industry, mainly re prices and supplies : APFM/3/1-8.

BRITISH DEXTRINE MANUFACTURERS' ASSOCIATION (MSS.200/BDMA)

Formed in 1940 at the request of the Ministry of Food, to organise the supply and distribution of necessary raw materials. The BDMS joined the National Union of Manufacturers, which rendered it some practical assistance.

Minutes, 1940-51, 1956-9 (AGMs, 1952-9) : BDMA/1/1-3.

BRITISH INDUSTRIAL MEASURING & CONTROL APPARATUS MANUFACTURERS' ASSOCIATION (MSS.200/BIMCAM)

BIMCAM was founded January 1944, following experience gained in the Meters & Measuring Apparatus Export Group, set up 1940.

Meters & Measuring Apparatus Export Group : 5 files of correspondence and circulars, 1940-3, 1945 : BIMCAM/3/1.

BIMCAM : File re accounts, 1954-5 : BIMCAM/2/1.

Subject files : meetings, 1944-51, 1956 (with some minutes); individual members, 1944-51, 1955-6; membership generally, 1948-56; social functions; publications; technical information, 1946-56; exports, 1947-56; exhibitions and publicity, 1944-55 : BIMCAM/3/2, 4-10.

Handbook, 1953 : BIMCAM/4/1.

Instrument Users Group : copy minutes and correspondence, 1946-9 : BIMCAM/3/3.

**BRITISH TOWEL MANUFACTURERS' ASSOCIATION
(MSS.200/BTMA)**

Set up as a Manchester District section of the FBI in 1932, with plans for a separate existence, 1943.

Minutes, 1932-43 : BTMA/1/1-2.

**COMMITTEE OF BRITISH EMPLOYERS OPERATING ABROAD
(MSS.200/BEOA)**

Promoted by BEC in 1955 to encourage exchange of information on wages and working conditions abroad.

CBEAO AGM minutes, 1955-66 : BEOA/1/1.

Some CBEAO circulars, 1966-7 : C/1/2/LO.

DOLLAR EXPORTS BOARD (MSS.200/DEC)

The Board was set up in 1949 at the instigation of the Board of Trade with the active participation of a number of bodies and interests, including the FBI, the National Union of Manufacturers, the ABCC, the TUC and the City Advisory Group. It encouraged and assisted manufacturers to export to the hard currency areas of Canada, the USA and the Caribbean. It became the Dollar Exports Advisory Council in June 1951 and the Dollar Exports Council in December 1951. In 1959 it was reconstituted as the Western Hemisphere Exports Council, becoming a constituent of the British National Export Council in 1965.

Secretary's/Chairman's files, Council meetings, 1951-3, Executive Committee, 1951-4, Caribbean Committee, 1954 : DEC/1.

Subject files, mainly 1949-50 : DEC/3/1-2

ASSOCIATED BODIES

Case files, dealing with enquiries and suggestions from firms and individuals, 1949-54 (mainly A-G). Both large and small, possibly ephemeral, firms are represented, some by publicity literature as well as correspondence : DEC/3/3.

Files re trade association contacts, 1950-1 : DEC/3/4.

Canadian Trade Mission files, 1957-8 : DEC/3/5.

Copy out-letters, 1954-7 : DEC/3/6.

A few DEB publications : DEC/4.

[N.B. The FBI records include files relevant to the DEB in several series.]

INDIA (PAKISTAN &) BURMA ASSOCIATION (MSS.200/IPBA)

The IPBA was set up to "protect and promote the rights and interests of British associations and individuals in industrial, commercial or trading enterprises" in the countries named.

Minutes of Association meetings, 1942-63 : IPBA/1/1.

Minutes of Executive Committee, 1945-64; taxation sub-committee, 1950-7 : IPBA/1/2-3.

Weekly bulletin, 1946-65; monthly confid. reports on India & Pakistan, 1949-71 : IPBA/4/2-4.

[N.B. India Office Library : 1050 IPBA files, 1941-70. MSS. Eur. F.158.]

JOINT COMMITTEE ON INDIA (MSS.200/JCI)

Established to promote trade in India; made up of representatives of the ABCC, FBI/CBI, Chamber of Shipping of the UK, India Pakistan & Burma Association. This latter body provided the JCI secretariat.

Minutes of Joint Committee, 1945-67 : JCI/1/1-3.

**LANCASHIRE & DISTRICT TRADE EFFLUENT COMMITTEE
(MSS.200/LDTE)**

A continuation of the Lancashire Industries Committee, assisted by the FBI.

Minute book, 1940-50 (no meetings 1941-6) : LDTE/1/1.

Related correspondence will be found in the FBI Technical Directorate files.

**TRADE BOARD (EMPLOYERS') CONSULTATIVE COUNCIL
(MSS.200/TB)**

Established in 1919, following the Acts of 1909 and 1918 which set up Trade Boards to protect workers in certain low-paid trades. Superseded by the Wages Councils (Employers') Consultative Committee, following the Wages Council Act, 1959. The NCEO/BEC provided regular secretarial/administrative help to the Council, but not all Council members belonged to NCEO/BEC and the Council can be regarded as a separate body.

TBECC minutes : the original signed series is not present in the deposit. However, incomplete runs of duplicated minutes survive in the corres. series, e.g. Council minutes, 1921-35 : TB/3/2/T65, Emergency Committee minutes, 1920s-60 : TB/3/2/T3.

TBECC correspondence : general corres., 1919-24 : TB/3/1/1-9; general corres., c.1920-59, including files on the administration of the Council, individual trades and trade associations, the Cave Report, hours of work, women's wages : TB/3/2/F/3/T1-157.

Irish Trade Boards : stat. rules & orders, 1914-16, 1919-21 : TB/5/1; file re, 1919-21 : TB/3/1/4.

**TRADERS' CO-ORDINATING COMMITTEE ON TRANSPORT
(MSS.200/TCC)**

Founded 1921, originally to co-ordinate users' responses to railway companies' merchandise classification proposals. Extended interests to road and inland waterway transport. Administered by FBI Transport Section. (It joined with other organisations to form the Freight Transport Association in 1969.)

ASSOCIATED BODIES

TCCT minutes, incorporating memoranda, etc., 1921-64 : F/1/1/93-107.

Miscellaneous TCCT subject files, mainly committees' papers, 1920s, 1947-52 : TCC/3/1-17.

NATIONAL INDUSTRIAL ORGANISATION (MSS.200/NIO)

The steps leading to the creation of the CBI are detailed by Sir Norman Kipping in *Summing up*. In 1963 the BEC, FBI and NABM together appointed Sir Sam Brown and Sir Henry Benson as commissioners to propose a constitution for a single new body, at this stage referred to simply as the National Industrial Organisation. The Commissioners' *Report on the formation of a national industrial organisation* appeared in April 1964 and, following discussion by the constituents, the new body, under the name CBI, came into existence in July 1965.

Records of the negotiations were later formed into an artificial group. At its core are the papers of the Integration Working Party of the presidents and directors of the three bodies, comprising minutes, circulars and correspondence. To these have been added a few files compiled by senior FBI officers : Kipping, Tennant, Gough and Whitehorn, and others on the winding-up of BEC and NABM which took place after integration : MSS.200/NIO.

DEVLIN COMMISSION; ADVICE CENTRE ON THE ORGANISATION OF INDUSTRIAL AND COMMERCIAL REPRESENTATION (MSS.230)

In 1971 the CBI and the Association of British Chambers of Commerce appointed a commission chaired by Lord Devlin to examine the effectiveness of commercial and industrial representation in the United Kingdom. As a result of their report the Advice Centre was established in 1974, and took over the files of the Commission, the records of the two bodies thus becoming inextricably mixed.

The deposit contains the Commission's working papers and minutes, evidence and correspondence from Chambers of Commerce, employers' organisations overseas and national bodies such as the Consumer Council and Institute of Export. In 1972 the Commission undertook a survey of the patterns of affiliation of smaller businesses in the CBI and the records of this are also included. *See also* MSS.200/C/3/ADM/3/1-8; C/3/REG/2/43-8.

Access to this deposit is restricted.

CONFEDERATION OF BRITISH INDUSTRY (MSS.200/C)

The CBI was established in 1965 by the amalgamation of the FBI, the BEC and the NABM. This created a national representative body of employers equivalent to the TUC, incorporating not only manufacturing, transport and construction but also commerce and the nationalised industries. The FBI, the largest of the predecessors, formed the basis of the new organisation, although as part of the integration process chief posts were shared out between the CBI's predecessors. Since its formation the CBI has maintained its position as the major non-political employers' body in a changing political scene.

CBI organisation reflects closely that of the FBI. The Council forms the ruling body where CBI policy is ultimately decided, although since 1977 policy issues have also been debated at an annual national conference. The Council elects a President to serve for two years and is assisted in policy making by the various committees. Approved policies are enacted by the directorates which are headed by one or more Directors who in turn are responsible to the Director General. Committees and directorates have frequently been created, dissolved or moved within the organisation. Arrangement of the archive has therefore had to be flexible to accommodate the many changes, details of which are given in the list for each individual directorate.

The principal series are : minutes and circulars; papers of Presidents, Directors General and Deputies, Secretaries; directorate files; publications. In numerous cases the earliest CBI files commenced as FBI or BEC files and so contain pre-1965 material.

CBI MINUTES (MSS.200/C/1)

Circulars : C/1/1

CBI minutes are preserved in the Circulars series, which include reports and papers destined for general consumption. Each series of circulars is the product, broadly speaking, of the activities of a related group of standing and *ad hoc* committees, working parties or panels, and of the directorate which served them. Most series currently in the archive are largely complete up to 1987. Each series is signified by an alphabetical prefix followed in most cases by a circular number and the year. This classification system has been adapted to that of the Modern Records Centre to incorporate the series prefix and year. Thus document E.72.69 is circular 72 for 1969 in the Economic series and in the Modern Records Centre becomes MSS.200/C/1/1/E.72.69. The series prefixes run as follows :

CBI

| | | |
|--|---------|------|
| Council | 1965-87 | C |
| President's Committee | 1976-87 | PC |
| Administration | 1965-87 | A |
| Research & Technology | 1983-7 | B |
| Economic Committees | 1965-87 | E |
| Finance & General Purposes | 1981-7 | FGP |
| Company Affairs & Legal | 1967-87 | G |
| Industrial | 1965-9 | I |
| Labour & Social Affairs | 1965-87 | L |
| Committee of British Employers Operating Abroad | 1966-7 | LO |
| Marketing | 1970-4 | MAR |
| Overseas/International Affairs | 1965-87 | O/IA |
| Promotion & Information | 1965-87 | P |
| Regional | 1965-87 | R |
| Regions & Areas | 1971-83 | [RA] |
| Smaller Firms | 1978-87 | S |
| Technical | 1965-87 | T |
| Traders' Co-ordinating Committee on Transport | 1965-9 | TCC |
| Transport Users' Joint Committee | 1967-8 | TUJC |
| Vocational Education & Training | 1966-87 | V |
| Wages & Conditions | 1965-74 | W |
| Merseyside Employers' Consultative Committee | 1967-76 | MECC |
| Preston Employers' Consultative Committee | 1974-6 | PECC |
| Wages' Council (Employers') Consultative Committee | 1970-82 | TB |

Minute Books : C/1/2-18

Although the CBI has not in general followed the FBI's practice of creating minute books, a number do exist. In some cases these were commenced as FBI volumes and in other instances the practice appears to have been maintained by individual committees.

| | | |
|--|---------|--------|
| Company Law Committee | 1936-67 | C/1/2 |
| Consumer Protection Committee | 1959-66 | C/1/3 |
| Economic Committee | 1964-72 | C/1/4 |
| Energy Policy Committee | 1966-74 | C/1/5 |
| Environmental and Technical Legislation Committee | 1974-83 | C/1/6 |
| Industrial Noise Panel | 1971-7 | C/1/7 |
| Industrial Waste Panel | 1965-82 | C/1/8 |
| Working Party on the Measurement and Pre-Packing of Goods | 1966-9 | C/1/9 |
| Oil Legislation Panel | 1961-81 | C/1/10 |

| | | |
|-------------------------------------|---------|--------|
| Postal and Telecommunications Panel | 1966-76 | C/1/11 |
| Research and Technology Committee | 1964-79 | C/1/12 |
| Synthetic Detergents Committee | 1953-74 | C/1/13 |
| Trade Practices Policy Committee | 1953-67 | C/1/14 |
| Transport Committee | 1966-70 | C/1/15 |
| Water and Trade Effluent Panel | 1966-77 | C/1/16 |
| Minerals Committee | 1965-71 | C/1/17 |
| Land Use Panel | 1967-75 | C/1/18 |

CBI PRESIDENTS (MSS.200/C/3/P)

Presidential papers have been received in the Modern Records Centre up to 1988. Each President from that period is represented with the core of their papers dating from their time in office. The papers include correspondence, memoranda, briefing notes and copies of speeches, many of which have been transferred from the Public Affairs Directorate in order to unify presidential papers and facilitate access. Much of the correspondence is concerned with government relations and links with international organisations, as well as specific issues of the day, such as the United Kingdom's entry into the EEC or the foundation of ACAS.

All the CBI Presidents are listed below, together with the dates of their terms in office and their Modern Records Centre classification. N.B. Papers for C/3/P13-P17 have not yet been received in the Centre.

| | | |
|--------------------------------------|---------|---------|
| Sir Maurice Laing | 1965-6 | C/3/P1 |
| Sir Stephen Brown | 1966-8 | C/3/P2 |
| Sir Arthur Norman | 1968-70 | C/3/P3 |
| Sir John Partridge | 1970-2 | C/3/P4 |
| Sir Michael Clapham | 1972-4 | C/3/P5 |
| Sir Ralph Bateman | 1974-6 | C/3/P6 |
| Harold Watkinson, Viscount Watkinson | 1976-8 | C/3/P7 |
| Sir John Hedley Greenborough | 1978-80 | C/3/P8 |
| Sir Raymond Pennock, Baron Pennock | 1980-2 | C/3/P9 |
| Sir Campbell Fraser | 1982-4 | C/3/P10 |
| Sir James Cleminson | 1984-6 | C/3/P11 |
| Sir David Nickson | 1986-8 | C/3/P12 |
| Sir Trevor Holdsworth | 1988-90 | C/3/P13 |
| Sir Brian Corby | 1990-2 | C/3/P14 |
| Sir Michael Angus | 1992-4 | C/3/P15 |
| Sir Bryan Nicholson | 1994-6 | C/3/P16 |
| Sir Colin Marshall | 1996- | C/3/P17 |

CBI DIRECTORS GENERAL (MSS.200/C/3/DG)

Papers of Directors General have been received in the Modern Records Centre up to 1986. Each Director General from that period is represented with the core of their papers dating from their time in office.

The records chiefly comprise correspondence, memoranda, papers of meetings and speeches. Subjects include the internal affairs of the CBI, relations with the Government and foreign affairs. Correspondents include Prime Ministers, Chancellors of the Exchequer and Secretaries of State.

All the CBI Directors General are listed below, together with the dates of their terms in office and their Modern Records Centre classification. N.B. Papers for C/3/DG5-DG7 have not yet been received in the Centre.

| | | |
|----------------------|---------|---------|
| John Davies | 1965-9 | C/3/DG1 |
| Sir Campbell Adamson | 1969-76 | C/3/DG2 |
| Sir John Methven | 1976-80 | C/3/DG3 |
| Sir Terence Beckett | 1980-7 | C/3/DG4 |
| Sir John Banham | 1987-92 | C/3/DG5 |
| Howard Davies | 1992-5 | C/3/DG6 |
| Adair Turner | 1995- | C/3/DG7 |

Davies : C/3/DG1/1-63

International affairs; NEDC; economic policy; UNISON; Royal Commissions; steel nationalisation; TUC; Government relations.

Adamson : C/3/DG2/1-160

Speeches; Government relations; TUC; National Enterprise Board; Bullock Committee; internal affairs; Devlin Commission; international affairs.

Methven : C/3/DG3/1-151

Speeches; Government relations; TUC; Bullock Report; internal affairs; national conferences; international affairs.

Beckett : C/3/DDG4/1-59

Speeches; Government relations; internal affairs; industrial disputes; national conferences.

CBI DEPUTY DIRECTORS GENERAL (MSS.200/C/3/DDG)

Throughout the history of the CBI there have been two or three Deputy Directors General serving at any one time. The post has often been interchangeable with other positions such as adviser, consultant or executive director. Maurice Hunt held the position concurrently with his post as Secretary. Perhaps as a consequence of this certain lack of definition the number of papers clearly identifiable as those of a Deputy Director General is small. Only Swinden, James and Rigby are currently represented in the archive.

All the CBI Deputy Directors General are listed below, together with the dates of their terms in office and their Modern Records Centre classification. N.B. Papers for C/3/DDG3 and DDG5-DDG6 only have been received in the Centre.

| | | |
|----------------|---------|-----------|
| Douglas Taylor | 1966-71 | C/3/DDG1 |
| John Whitehorn | 1966-78 | C/3/DDG2 |
| T.A. Swinden | 1970-8 | C/3/DDG3 |
| Lucien Wigdor | 1972-6 | C/3/DDG4 |
| E.F. James | 1976-83 | C/3/DDG5 |
| B. Rigby | 1978-83 | C/3/DDG6 |
| A.K. Edwards | 1982-8 | C/3/DDG7 |
| J.R. Owens | 1983-9 | C/3/DDG8 |
| K.D. McDowall | 1986-8 | C/3/DDG9 |
| Maurice Hunt | 1989-96 | C/3/DDG10 |
| Richard Price | 1991-3 | C/3/DDG11 |
| Mark Radcliffe | 1992-3 | C/3/DDG12 |
| Peter Agar | 1995- | C/3/DDG13 |
| Alec Daly | 1995 | C/3/DDG14 |

Swinden : C/3/DDG3/1-19

CBI/TUC meetings; industrial relations; Social Contract; incomes policy; incomes and inflation, 1971-7.

James : C/3/DDG5/1-6

Speeches; campaign for promotion of non-executive directors, 1978-82.

Rigby : C/3/DDG6/1-136

Speeches; ACAS; international affairs; EEC; Government relations; economy; internal committees; pay; unemployment; taxation; industrial disputes; political parties, including SDP, 1978-84.

CBI CONSULTANCY PAPERS (MSS.200/C/3/C1)

Sir Norman Kipping acted as special consultant to the CBI on overseas affairs, 1965-6, and remained chairman of British Overseas Fairs Ltd. These activities formed the basis of this small group of papers, which also includes more general material, some of which predates the CBI, and copies of Kipping's speeches and occasional writings.

Kipping : C/3/C1/1-7

Relations with external bodies, including Export Council for Europe, 1960-6 (/1-5); trade fairs, 1960-70 (/6); general correspondence, speeches & articles, 1946-70 (/7).

SECRETARIES (MSS.200/C/3/S)

The Secretaries' or secretariat papers cover a wide variety of subjects and are related to the Administration Directorate records (the Secretary was also Director of Administration) and Council papers at MSS.200/C/3/ADM and MSS.200/C/1/1 respectively.

The papers of John Gough, who was FBI Secretary after Walker's retirement in 1959, then CBI Secretary 1965-73, are in many ways a continuation of the FBI secretariat papers and include some inherited FBI material.

All the CBI Secretaries are listed below, together with the dates of their terms in office and their Modern Records Centre classification. N.B. The papers of all the Secretaries have been received to a greater or lesser degree in the Centre.

| | | |
|--------------|---------|--------|
| John Gough | 1965-73 | C/3/S1 |
| E.M. Felgate | 1973-8 | C/3/S2 |
| D.E. Jackson | 1978-85 | C/3/S3 |
| Maurice Hunt | 1986-96 | C/3/S4 |

Gough : C/3/S1/1-15

CBI Council, 1965-73; General Purposes Committee, 1965-73; AGMs, 1967-9 (/1-3); Presidents and Vice Presidents, 1957-73 (/4); Directors General, 1965-70 (/5); finances, subscriptions and membership, 1934-73 (/6); regional organisation, 1960-72 (/7); internal affairs, 1951-71 (/8); publications, 1964-72 (/9); FBI histories by S. Blank and P. Mathias, including latter's unpublished text (/10); economic affairs, 1962-9 (/11); Europe, 1952-72 (/12); external organisations, 1953-71 (/13); miscellaneous files, 1960-79 (/14); Directors' meetings, 1970-3 (/15).

Felgate : C/3/S2/1-10

CBI Council, 1974-7 (/1); Presidents, 1976-7 (/2); Directors General, 1973-7 (/3); Directors, 1974-5 (/4); finance, 1972-7 (/5); internal affairs, 1974-8 (/6); conferences, 1977 (/7); Europe, 1971-8 (/8); miscellaneous files, 1973-8 (/9); external organisations, 1968-78 (/10).

Jackson : C/3/S3/1-10

CBI Council, 1969-85; AGMs, 1966-85 (/1-2); Presidents, 1978-85 (/3); Directors General, 1978-86 (/4); finance, 1977-85 (/5); Directors, 1977-85 (/6); internal affairs, 1964-84 (/7); external organisations, 1965-85 (/8); national conferences, 1978-85 (/9); miscellaneous files, 1975-80 (/10).

Hunt : C/3/S4/1-6

CBI Council, 1983-9 (/1); Presidents, 1986-91 (/2); Directors General, 1984-7 (/3); finance, 1985-7 (/4); internal affairs, 1977-90 (/5); national conferences, 1985-6 (/6).

CBI DIRECTORATES

The CBI inherited much of the administrative structure of the largest of its predecessors, the FBI. It maintained many of the FBI's directorates which existed to pursue the policies arrived at by the many standing committees. From 1965 to 1995, when a major reorganisation of the CBI was announced, a core group of directorates survived generally intact : Administration; Company Affairs; Economic; Education and Training; Employment Affairs; International Affairs; Public Affairs; and Regional and Smaller Firms, all of which are represented in the archive. Other directorates came and went as priorities were reassessed, mergers contemplated or Directors removed together with their portfolios. Papers for these minor directorates, where they exist, have generally been incorporated into the papers of the major directorates listed above, unless the papers date exclusively from the period of the minor directorate. Some directorates are simply too recent to be represented at this time. All directorates (except Administration) have been titled by the name they held in 1995 or when wound up. The following is a complete alphabetical list of directorates together with their dates of existence and their Modern Records Centre classification :

| | | |
|---------------------------------------|---------|---------|
| Administration | 1965-95 | C/3/ADM |
| Commercial* <i>see</i> Administration | | |
| Company Affairs | 1965-95 | C/3/COM |

CBI

| | | |
|---|---------------------|---------|
| Economic | 1965-95 | C/3/ECO |
| Education and Training | 1966-82; 1986-95 | C/3/EDU |
| Employment Affairs | 1965-95 | C/3/EMP |
| Environment Affairs* | 1991-5 | C/3/ENV |
| European Community Affairs* | 1991-5 | C/3/EUR |
| Finance* <i>see</i> Administration | | |
| Industrial Organisation | 1965-7 | C/3/IND |
| International Affairs | 1965-95 | C/3/INT |
| Legal Affairs* <i>see</i> Regional and Smaller Firms | | |
| Legal Affairs and Smaller Firms <i>see</i> Regional and Smaller Firms | | |
| Manufacturing Industries* | 1991-5 | C/3/MAN |
| Membership* | 1965-7 | C/3/MEM |
| Public Affairs | 1965-95 | C/3/PUB |
| Regional <i>see</i> Regional and Smaller Firms | | |
| Regional and Smaller Firms | 1965-95 | C/3/REG |
| Smaller Firms <i>see</i> Regional and Smaller Firms | | |

N.B. An asterisk denotes that no papers are held in the Centre.

Note : external organisations and committees on which the CBI was represented, but not responsible for, are indicated in this guide as *non-CBI*.

CBI ADMINISTRATION DIRECTORATE (MSS.200/C/3/ADM)

The Administration Directorate survived in various forms from 1965 to 1995 and was primarily concerned with the internal organisation and functioning of the CBI. Its close working proximity to the Secretariat has resulted in many files relating to the Directorate being filed under the appropriate Secretary at MSS.200/C/3/S and a consequent scarcity of files here. In 1988 the Directorate was retitled the Finance, Personnel & Administration, Conferences & Marketing Directorate which in 1990 was divided into the Finance Directorate; the Personnel & Administration Directorate; and the Marketing, Conferences & Publications Directorate (from 1993 retitled the Commercial Directorate). Directors have been : J. Gough, 1965-73; E.M. Felgate, 1973-8; D.E. Jackson, 1978-85; and M.W. Hunt, 1986-90. In 1989 Hunt became a Deputy Director General and retained in this capacity and as Secretary a general supervisory role when the Administration Directorate was split in 1990. Finance went to Ray Squires, Personnel & Administration to Chris Veall and Marketing, etc./Commercial to Tony Bird.

The records are arranged in the following series :

| | | |
|---|---------|-----------|
| Garner Papers | 1946-78 | C/3/ADM/1 |
| Working Party on the Fulton Committee | 1966-70 | C/3/ADM/2 |
| Working Party on the Devlin Commission | 1968-73 | C/3/ADM/3 |
| Working Party on the Presentation of CBI Papers | 1972-4 | C/3/ADM/4 |

Garner Papers : C/3/ADM/1/1-42

G.H. Garner was Deputy Director of Administration.

CBI property; BNEC lease, 1946-78 (/1-14); records management; CBI predecessor archive cataloguing project, 1965-73 (/15-22); British Industrial Film Association; British Shippers' Council; associated organisations, 1965-70 (/23-5); regional offices, 1964-7 (/26-35); CBI inauguration; British Overseas Fairs; Swedish Employers Confederation; miscellaneous, 1965-75 (/36-42).

Working Party on the Fulton Committee : C/3/ADM/2/1-10

The Fulton Committee was set up in 1966 to investigate the structure of the Civil Service : circulated papers, 1966-70.

Working Party on the Devlin Commission : C/3/ADM/3/1-8

The Devlin Commission was set up in 1971 to review industrial and commercial representation in the United Kingdom (*see* MSS.230 above) : circulated papers, 1968-73.

Working Party on the Presentation of CBI Papers : C/3/ADM/4/1-2

Internal organisation, 1972-4.

Administration Directorate Advisory Committee : C/3/S1/8/15

Circulated papers, 1966-70.

CBI COMPANY AFFAIRS DIRECTORATE (MSS.200/C/3/COM)

The Company Affairs Directorate existed from 1965 to 1995 under a variety of names : Technical, 1965-8; Production and Technology, 1968-78; Company Affairs, 1978-82; Corporate Affairs, 1982-6; Company and Environmental Affairs, 1986-7; and Company Affairs, 1987-95. Between 1982 and 1986 Company Affairs assumed control of the Education and Training Directorate (*see* MSS.200/C/3/EDU). There have been five Directors : D.H. Sharp, 1965-8; E.M. Felgate, 1968-73; P.S. Taylor, 1973-81; M.O. Bury, 1981-4; and G.C. Mason, 1984-95. Some files continue FBI series.

The records are arranged in the following series :

| | | |
|---|---------|------------|
| Aslib-CBI Panel on Information for Industry | 1972-81 | C/3/COM/1 |
| Company Affairs Committee | 1970-8 | C/3/COM/2 |
| Company Law Panel | 1970-5 | C/3/COM/3 |
| Environmental and Technical Legislation Committee | 1961-80 | C/3/COM/4 |
| Europe Transport Panel | 1970-80 | C/3/COM/5 |
| Working Party on Houghton Committee | 1975-6 | C/3/COM/6 |
| Industrial Property Panel | 1973-9 | C/3/COM/7 |
| Committee on Inflation and Accounts | 1972-4 | C/3/COM/8 |
| Insurance Users' Panel | 1972-5 | C/3/COM/9 |
| Land Use Panel | 1974-83 | C/3/COM/10 |
| Marketing Committee | 1970-81 | C/3/COM/11 |
| Metrication Panel | 1964-81 | C/3/COM/12 |
| Minerals Committee | 1956-83 | C/3/COM/13 |
| Committee on Nationalised Industry/Government Relations | 1970-2 | C/3/COM/14 |
| Oil Legislation Panel | 1971-80 | C/3/COM/15 |
| Post Office Panel | 1966-81 | C/3/COM/16 |
| Production Committee | 1963-82 | C/3/COM/17 |
| Public Purchasing Policy Committee | 1965-80 | C/3/COM/18 |
| Research and Technology Committee | 1964-82 | C/3/COM/19 |
| Committee on Supplier/Customer Relations | 1971-5 | C/3/COM/20 |
| Trade Practices Policy Committee | 1962-76 | C/3/COM/21 |
| Transport Policy Committee | 1960-81 | C/3/COM/22 |
| Working Party on Wilson Committee | 1976-8 | C/3/COM/23 |
| Advisory Council on Calibration and Measurement | 1966-71 | C/3/COM/24 |
| Aigrain Committee | 1969-71 | C/3/COM/25 |
| Automation Panel | 1965-8 | C/3/COM/26 |
| Directors' Office | 1969-70 | C/3/COM/27 |
| Engineering and Industrial Design Panel | 1966-71 | C/3/COM/28 |
| Inspection and Quality Assurance Panel | 1958-82 | C/3/COM/29 |
| National Council for Quality and Reliability | 1970-1 | C/3/COM/30 |
| SLICE | 1974-8 | C/3/COM/31 |
| UNISON/Industrial Collaboration in Defence Steering Group | 1967-72 | C/3/COM/32 |
| Water and Trade Effluent Committees | 1951-68 | C/3/COM/33 |

Aslib-CBI Panel on Information for Industry : C/3/COM/1/1-2

[Non-CBI.] Information requirements for industry; information provision, 1972-81.

Company Affairs Committee : C/3/COM/2/1-32

Committee papers; subject files include : responsibilities and efficiency of public companies; government policy towards industry, 1970-8.

Company Law Panel : C/3/COM/3/1-12

Panel papers; subject files include : EEC/UNICE plans to harmonise member states' company law; international mergers, 1970-5.

Environmental and Technical Legislation Committee : C/3/COM/4/1-14

Subject files include : environmental bills; industrial disputes in utilities; Water Research Centre and Council, 1961-80.

Europe Transport Panel : C/3/COM/5/1-3

Panel papers, 1970-80.

Working Party on Houghton Committee : C/3/COM/6/1

Working party papers re aid to political parties, 1975-6.

Industrial Property Panel : C/3/COM/7/1-5

Panel papers; subject files include : copyright; employee inventions, 1973-9.

Committee on Inflation and Accounts : C/3/COM/8/1-3

Committee papers; subject files include : effect of inflation on budgetary and accounting procedures; Sandilands Committee, 1972-4.

Insurance Users Panel : C/3/COM/9/1-2

Panel papers; subject files include : effect of EEC membership on insurance business, 1972-5.

Land Use Panel : C/3/COM/10/1-5

Panel papers; subject files include : land use and reform; Community Land Act, 1974-83.

Marketing Committee : C/3/COM/11/1

Circulated papers; includes consumer affairs, 1970-81.

Metrication Panel : C/3/COM/12/1-12

Panel papers; subject files include : metrication programme and promotion; metrication in individual trades, 1964-81.

Minerals Committee : C/3/COM/13/1-11

Committee papers; subject files include : National Coal Board; planning controls; legislation, including Coal Industry Bill and Town and Country Planning (Minerals) Bill, 1956-83.

Committee on Nationalised Industry/Government Relations : C/3/COM/14/1

Circulated papers, 1970-2.

Oil Legislation Panel : C/3/COM/15/1-3

Circulated papers, 1971-80.

Post Office Panel : C/3/COM/16/1-6

Panel papers; subject files include : Post Office; Nationalised Industry Consumer Council; Post Office Review Committee, 1966-80.

Production Committee : C/3/COM/17/1-16

Committee papers; subject files include : industrial production; Fire Protection Association; recycling; British Insurance Association; British Calibration Service; GATT; Department of Trade and Industry; Process Plant Expert Committee, 1963-82.

Public Purchasing Policy Committee : C/3/COM/18/1-8

Committee papers; subject files include : nationalised industry; Lang Committee on government procurement contracts; NEDC, 1965-80.

Research and Technology Committee : C/3/COM/19/1-115

Committee papers; subject files include : miscellaneous; research and technology newsletters; Committee of Directors of Research Associations, 1964-82 (/1-7); competitiveness survey, 1973-82 (/8-86); National Physical Laboratory; Research Directors; National Research Development Corporation; British Welding Research Association; conferences; technology for developing

countries; Bessborough Report; Japan; CORDI; genetic engineering, 1964-81 (/87-100); technology gap between UK/Europe and USA, 1967-71 (/101-10); Ministry of Technology; Royal Society; Printing Research Association, 1966-70 (/111-15).

Committee on Supplier/Customer Relations : C/3/COM/20/1-4
Circulated papers, 1971-5.

Trade Practices Policy Committee : C/3/COM/21/1-12
Committee papers; subject files include : EEC competition policy and law; monopolies, mergers and restrictive practices legislation, 1965-76.

Transport Policy Committee : C/3/COM/22/1-21
Circulated papers; subject files include : new road projects; British Shippers' Council; Freight Transport Association; British Tourist Authority; Dockwork Regulation Bill; National Ports Council, 1963-81.

Working Party on Wilson Committee : C/3/COM/23/1-3
Working party papers re UK financial institutions, 1976-8.

Advisory Council on Calibration and Measurement : C/3/COM/24/1-14
[Non-CBI.] Circulated papers, 1966-71.

Aigrain Committee : C/3/COM/25/1-5
[Non-CBI.] Pan-European research initiatives; European nuclear industry collaboration, 1969-71.

Automation Panel : C/3/COM/26/1-2
Circulated papers; subject files include : automation conference, 1965-8.

Directors' Office : C/3/COM/27/1-5
Conferences; briefings and speeches; monthly reports, 1969-70.

Engineering and Industrial Design Panel : C/3/COM/28/1-3
Circulated papers; includes National Design Council, 1966-71.

Inspection and Quality Assurance Panel : C/3/COM/29/1-11

Panel papers; subject files include : pressure vessel inspection; British Standards Institution; National Council for Quality and Reliability, 1958-82.

National Council for Quality and Reliability : C/3/COM/30/1-6

[Non-CBI.] Circulated papers; conference; reports, 1970-1.

SLICE : C/3/COM/31/1-16

SLICE was the acronym for Studies Leading to Industrial Conservation of Energy, a Joint Technical Steering Group of the CBI, Department of Energy and Department of Industry : circulated papers; reports by external bodies, including the Energy Technology Support Unit and National Physical Laboratory, 1974-8.

UNISON/Industrial Collaboration in Defence Steering Group : C/3/COM/32/1-5

[Non-CBI.] Circulated papers; subject files include : Society of British Aerospace Companies and the Marshall Committee, 1967-72.

Water and Trade Effluent Committees : C/3/COM/33/1-6

Regions covered : Scotland; Severn; South West Wales; Thames; Yorkshire, 1939-68.

CBI ECONOMIC DIRECTORATE (MSS.200/C/3/ECO)

The Economic Directorate has the distinction of surviving with a single title from 1965 to 1995, an indication of its importance within and outside the CBI. Many of its files are split between the Economic Policy Committee and the Economic Situation Committee. In some instances files have been arranged according to non-CBI committees such as the Agricultural Forum, where the Economic Directorate was responsible for liaison. There have been six Directors : A.A. Shenfield, 1965-7; Douglas Taylor, 1967-8; Dr J.B. Bracewell-Milnes, 1968-72; D.R. Glynn, 1972-82; J.T. Caff, 1982-8; A. Sentance, 1988-93; and three Chief Economic Advisers : D. MacDougall, 1973-83; Douglas McWilliams, 1989-93; and Kate Barker, 1993-.

The records are arranged in the following series :

| | | |
|-----------------------------|---------|-----------|
| Agricultural Forum | 1972-4 | C/3/ECO/1 |
| Economic (Policy) Committee | 1965-82 | C/3/ECO/2 |

| | | |
|---|---------|------------|
| Economic Situation Committee | 1965-82 | C/3/ECO/3 |
| Working Party on Public Expenditure on Education | 1967-8 | C/3/ECO/4 |
| Engineering Advisory Council | 1963-5 | C/3/ECO/5 |
| Europe Panel of the Economic Committee | 1966-81 | C/3/ECO/6 |
| Exchange Rate Control Working Group | 1980 | C/3/ECO/7 |
| Industrial Policy Committee | 1971-80 | C/3/ECO/8 |
| Legal Division | 1965-6 | C/3/ECO/9 |
| National Economic Development Council | 1966-78 | C/3/ECO/10 |
| Overseas Investment Committee | 1964-78 | C/3/ECO/11 |
| Public Purchasing Policy Committee | 1965-6 | C/3/ECO/12 |
| Rating and Valuation Committee | 1979 | C/3/ECO/13 |
| Regional Development Committee | 1969-79 | C/3/ECO/14 |
| Committee on State Intervention in Private Industry | 1965-79 | C/3/ECO/15 |
| Taxation Committee | 1959-67 | C/3/ECO/16 |

Agricultural Forum : C/3/ECO/1/1-3
 [Non-CBI.] Circulated papers, 1972-4.

Economic (Policy) Committee : C/3/ECO/2/1-62

Committee papers; subject files include : economic and financial policy; nationalised industries; savings; investment; domestic monetary policy; European Monetary System; competition practices; prices; forward exchange market; European Investment Bank; inflation; local government finance and expenditure; Business and Industry Advisory Committee to the OECD; UNICE Economic Policy Steering Group; tax relief, 1965-82.

Economic Situation Committee : C/3/ECO/3/1-23

Committee papers; subject files include : Incentive Investment/Slump Survey; annual census of production and production statistics; North Sea oil; CBI/EEC business survey; energy crisis; 1977 budget and Downing Street Declaration; campaign on income tax and national insurance employer contributions, 1965-82.

Working Party on Public Expenditure on Education : C/3/ECO/4/1

Subject files include : higher education funding; student loans, 1967-8.

Engineering Advisory Council : C/3/ECO/5/1

[Non-CBI.] Circulated papers, 1963-5.

CBI

Europe Panel of the Economic Committee : C/3/ECO/6/1-6

Panel papers; subject files include : UK's entry into EEC; EEC economic and monetary union; enlargement of EEC; regional development, 1966-81.

Exchange Rate Control Working Group : C/3/ECO/7/1

Circulated papers, 1980.

Industrial Policy Committee : C/3/ECO/8/1-21

Committee papers; subject files include : Industrial Strategy Management Liaison and Action Groups; prices and incomes policy; Price Commission; National Enterprise Board; Wilson Committee, 1971-80.

Legal Division : C/3/ECO/9/1

Patents, 1965-6.

National Economic Development Council : C/3/ECO/10/1-110

[Non-CBI.] Circulated papers; investment; Industrial Reorganisation Corporation, 1966-78.

Overseas Investment Committee : C/3/ECO/11/1-34

Committee papers; subject files include : Reddaway Committee; Ministry of Overseas Development; postings abroad; Japan; Metra Consulting Group; export of capital, 1964-78.

Public Purchasing Policy Committee : C/3/ECO/12/1

Subject files include : competition between nationalised and private enterprise, 1965-6.

Rating and Valuation Committee : C/3/ECO/13/1

Committee papers; subjects include : local government expenditure, 1979.

Regional Development Committee : C/3/ECO/14/1-5

Circulated papers, 1969-79.

Committee on State Intervention in Private Industry : C/3/ECO/15/1-9

Committee papers; subjects include : actual or proposed nationalisation of steel, shipbuilding, aerospace industry, construction, land and minerals, 1965-78.

Taxation Committee : C/3/ECO/16/1-4

Circulated papers, 1959-67

CBI EDUCATION & TRAINING DIRECTORATE (MSS.200/C/3/EDU)

The CBI Education and Training Directorate was formed from the Education and Industrial Research Division of the Technical Directorate and the Training and Education Division of the Labour and Social Affairs Directorate, comprising the FBI's Education Committee and the BEC's Industrial Education and Training Committee. There has always existed a certain overlap with Company Affairs and between 1982 and 1986 the two directorates were merged into one. BEC influence is apparent in the classification scheme used long into the CBI period and the many series which begin as BEC files and finish as CBI. The Education and Training Committee supervised much of the work of the directorate and was responsible for many of the working parties and sub-committees. There have been three Directors : C.M. Woodhouse, 1966-70; M.O. Bury, 1970-86, who also headed the merged Education/Company Affairs Directorate of 1982-6; and A.J. Webb, 1986-95.

The records are arranged in the following series :

| | | |
|--|---------|------------|
| Education and Training Committee | 1952-81 | C/3/EDU/1 |
| Educational Panel | 1965-80 | C/3/EDU/2 |
| Scottish Education and Training Committee | 1958-83 | C/3/EDU/3 |
| UK Automation Council : Education and Training Panel | 1965-8 | C/3/EDU/4 |
| Industrial Technologies Education and Training Committee | 1973-9 | C/3/EDU/5 |
| National Youth Employment Council | 1958-67 | C/3/EDU/6 |
| British Productivity Council | 1962-70 | C/3/EDU/7 |
| Overseas Scholarships Board | 1955-81 | C/3/EDU/8 |
| Export Training Working Party | 1960-71 | C/3/EDU/9 |
| Language Committees | 1960-81 | C/3/EDU/10 |
| Inter-departmental Publicity Working Party on Technology and Engineering | 1964-9 | C/3/EDU/11 |
| Schools Council | 1957-80 | C/3/EDU/12 |

| | | |
|---|---------|------------|
| Schools Panel | 1950-82 | C/3/EDU/13 |
| Colleges Panel | 1958-83 | C/3/EDU/14 |
| Universities and Industry Joint Committee | 1947-83 | C/3/EDU/15 |
| Working Party on Universities and Industrial Research | 1966-71 | C/3/EDU/16 |
| Careers Research and Advisory Centre | 1957-69 | C/3/EDU/17 |
| European Community [Union] Committees | 1976-83 | C/3/EDU/18 |
| Education and Training Bulletin | 1966-83 | C/3/EDU/19 |
| Apprenticeship and Training Committees | 1953-72 | C/3/EDU/20 |
| Returned Scientist Scheme | 1963-8 | C/3/EDU/21 |
| Management Education Panel | 1945-83 | C/3/EDU/22 |
| Education via the Media | 1953-69 | C/3/EDU/23 |
| Industrial/Central Training Council | 1958-84 | C/3/EDU/24 |
| Directors' Office | 1965-81 | C/3/EDU/25 |
| Finniston Working Party | 1972-82 | C/3/EDU/26 |

Education and Training Committee : C/3/EDU/1/1-150

Committee papers; subject files include : recruitment, education and training; conferences; legislation; NUT; National Education and Careers Exhibitions; teacher training; 1963 Campaign for Education; Industrial Council for Education and Training Technology; examinations; Crowther Committee; Amory Committee; disabled school leavers; Duke of Edinburgh's award, 1957-76 (/1-59); Introduction to Industry Scheme for Teachers, 1963-71 (/60-93); conferences, speeches and articles; Council of Engineering Institutions; British Society for the Advancement of Science; British Society for International Understanding; English Speaking Union; Institute of Linguists; Institute of Chartered Accountants; International Association for the Exchange of Students for Technical Experience, 1952-81 (/94-125); regional education and training; British Electrical and Allied Manufacturers Education and Training Committee; publications; the Commonwealth; British National Export Council; Civil Service; Department of Education and Science, 1959-81 (/126-50).

Educational Panel : C/3/EDU/2/1-3

Circulated papers; teaching as a career, 1965-80.

Scottish Education and Training Committee : C/3/EDU/3/1-17

Committee papers; subjects include : Scottish secondary education; Scottish Education Department; conferences, 1958-83.

UK Automation Council: Education and Training Panel : C/3/EDU/4/1-2
[Non-CBI.] Circulated papers, 1965-8.

Industrial Technologies Education and Training Committee : C/3/EDU/5/1-2
Circulated papers, 1973-9

National Youth Employment Council : C/3/EDU/6/1-2
[Non-CBI.] Circulated papers, 1958-67.

British Productivity Council : C/3/EDU/7/1-13
[Non-CBI.] Subject files include : BPC Education Committee; Quality and Reliability Year; National Productivity Year, 1962-70.

Overseas Scholarships Board : C/3/EDU/8/1-65
Subject files include : foreign recruitment, education and training; foreign placements in the UK; Ministry of Labour; Ministry of Overseas Development; Board of Trade; Council for Volunteers Overseas; British Volunteer Programme; Delhi Institute of Technology Trust; Council for Education in the Commonwealth; files on individual countries; Business and Industry Advisory Council to the OECD; International Centre for Advanced Technical and Vocational Training; Institute for Advanced European Studies; European Institute of Business Administration, 1955-81.

Export Training Working Party : C/3/EDU/9/1-5
Working Party papers; subject files include : residential centre for export training; National Marketing Council, 1960-71.

Language Committees : C/3/EDU/10/1-16
Subject files include : technical translations; BOTB Working Party on Foreign Languages for Overseas Trade; conferences; exchange schemes; audio-visual language courses; Centre for Information on Language Teaching; Committee on Research and Development in Modern Languages; City of Westminster College Advisory Committee for Languages, 1963-81.

Inter-departmental Publicity Working Party on Technology and Engineering :
C/3/EDU/11/1-7
Working Party papers; subject files include : promotion of studies and careers in technology and engineering, 1964-9.

Schools Council : C/3/EDU/12/1-19

Subject files include : science and technology in schools; National Advisory Council on Education for Industry and Commerce; Sevenoaks School technical centre; sixth form curriculum and examinations; Schools Council Industry Project Consultative Committee, 1957-80.

Schools Panel : C/3/EDU/13/1-24

Panel papers; subject files include : examinations; public schools; Swedish school system; Community Industry Project; metrication; overseas service schools; Understanding British Industry; paid educational leave, 1950-82.

Colleges Panel : C/3/EDU/14/1-23

Panel papers ; subject files include : further education examinations; National Advisory Council on Education and Commerce; technical colleges; British business schools (Franks and Normanbrook Reports); block release and sandwich courses; conferences; Technician and Business Education Councils; Board of Local Authority Higher Education; organisation and funding of further education; Russell Committee; James Committee, 1958-83.

Universities and Industry Joint Committee : C/3/EDU/15/1-40

Committee papers; subject files include : Franks Report; conferences; industrial relations teaching; University Appointments Board; Hyworth Report; individual universities; Standing Conference of Employers of Graduates; trends in university admissions; technological universities; University/Industry Liaison Group and Forum on University/Industry Relations; Diploma of Technology; postgraduate courses, 1947-83.

Working Party on Universities and Industrial Research : C/3/EDU/16/1-36

Working Party papers; subject files include : miscellaneous, 1966-71; CBI/BIM conference at Churchill College, 1967-8; Docksey Report 1970-1.

Careers Research and Advisory Centre : C/3/EDU/17/1-13

[Non-CBI.] Reports; conferences; Careers Card Index Scheme, 1957-69.

European Community [Union] Committees : C/3/EDU/18/1-6

[Non-CBI.] Subject files include : vocational training; Social Fund; EEC Economic and Social Committee; Working Party on International Aspects of Education and Training; European Centre for the Development of Vocational Training, 1976-83.

Education and Training Bulletin : C/3/EDU/19/1-19
Articles; subscriptions; editorial policy, 1966-83.

Apprenticeship and Training Committees : C/3/EDU/20/1-22
Subject files include : apprenticeship schemes; Ministry of Labour's Committee on Selection and Training of Supervisors; National Examinations Board in Supervisory Studies; training of operatives and clerks; National Committee for the Award of Certificate in Office Studies; technicians; training officers, 1953-72.

Returned Scientist Scheme : C/3/EDU/21/1-12
Subject files include : emigration of scientists from the UK; schemes to attract scientists to return; Churchill College conference on the *brain drain*, 1963-8.

Management Education Panel : C/3/EDU/22/1-58
Panel papers; subject files include : management courses; British Institute of Management; Foundation for Management Education; Council of Industry for Management Education; NEDC; colleges of technology; individual colleges; International Youth Science Fortnight; management consultants, 1945-83.

Education via the Media : C/3/EDU/23/1-7
Subject files include : BBC; television; publications, 1953-69.

Industrial/Central Training Council : C/3/EDU/24/1-112
[Non-CBI.] Council papers; subject files include : regional conferences; 1964 Industrial Training Act; Manpower Services Commission; 1973 Employment and Training Act; disabled, youth and adult training; unemployment, 1958-84.

Directors' Office : C/3/EDU/25/1-55
Directors' meetings; CBI Council papers; monthly reports; C.M. Woodhouse; M.O. Bury, 1965-81.

Finniston Working Party : C/3/EDU/26/1-7
Subject files include : engineering careers; Finniston Report, 1972-82.

CBI EMPLOYMENT AFFAIRS DIRECTORATE (MSS.200/C/3/EMP)

The CBI Employment Affairs Directorate existed from 1965 to 1995 under the following names : Labour and Social Affairs, 1965-7; Industrial Affairs, 1967-78; Social Affairs, 1978-86; and Employment Affairs, 1986-95. Major committees have included Labour and Social Affairs; Employment Policy; and Industrial Relations. The directorate's structure is complicated by divisional administration and by a number of corresponding and supplemental departments, including Research and Legal Policy. The archive has been arranged and listed at the lowest and most recognisable level, ie by committee or department. Distinct divisional records have not survived. There have been nine Directors : Douglas Taylor, 1965-7; K.J. Johnson, 1967-73; E.J. Robertson, 1973-7; H.M.L. Morton, 1977-82; R.J.V. Dixon, 1978-81; R.T. Worsley, 1981-3; R.H. Price, 1983-7; R. Thomas, 1987-92; R. Gilbert, 1992-5.

The records are arranged in the following series :

| | | |
|--|---------|------------|
| Labour and Social Affairs Committee | 1958-79 | C/3/EMP/1 |
| Employment Policy Committee | 1961-83 | C/3/EMP/2 |
| Industrial Relations Committee | 1957-81 | C/3/EMP/3 |
| Safety, Health and Welfare Committee | 1955-86 | C/3/EMP/4 |
| Social Security Committee | 1956-83 | C/3/EMP/5 |
| Wages and Conditions Committee | 1958-73 | C/3/EMP/6 |
| International Labour Department | 1965-82 | C/3/EMP/7 |
| Research Department | 1969-82 | C/3/EMP/8 |
| Employment Advisory Department | 1958-83 | C/3/EMP/9 |
| Legal Policy Department | 1958-84 | C/3/EMP/10 |
| Steering Group on Unemployment | 1981-3 | C/3/EMP/11 |
| CBI/TUC Joint Committee | 1965-71 | C/3/EMP/12 |
| National Economic Development Council | 1962-79 | C/3/EMP/13 |
| National Joint Advisory Council | 1956-74 | C/3/EMP/14 |
| British Productivity Council | 1958-68 | C/3/EMP/15 |
| Working Party on the Improvement of Industrial Relations | 1967-72 | C/3/EMP/16 |
| Working Party on Manpower Saving | 1966-9 | C/3/EMP/17 |
| Merseyside Employers Consultative Committee | 1962-71 | C/3/EMP/18 |
| Equal Rights Panel | 1977-81 | C/3/EMP/19 |
| Northern Ireland Panel on Social Affairs | 1965-81 | C/3/EMP/20 |
| Working Party on Women's Employment | 1966-79 | C/3/EMP/21 |
| Working Party on the Legal Framework of Industrial Relations | 1970-1 | C/3/EMP/22 |

Labour and Social Affairs Committee : C/3/EMP/1/1-33

Committee papers; subject files include : Prices and Income Policy; talks, dinners, visitors; press releases; lectures; enquiries, 1958-79.

Employment Policy Committee : C/3/EMP/2/1-101

Committee papers; subject files include : strike funds and insurance, picketing; job centres; legislation; temporary employment; unemployment; trade unions; pay; inflation; Royal Commission on the Distribution of Income and Wealth; public sector money for private companies; employee participation; Bullock Committee on Industrial Democracy; technological change; arbitration service, ACAS, 1961-83 (/1-58); European social affairs; UNICE Employers Liaison Committee; EEC Economic and Social Committee; EEC Social Policy Action Programme; 1977 Luxembourg Tripartite Economic and Social Conference on Employment; EEC legislation, including directives on company law and equal pay, 1970-81 (/59-101).

Industrial Relations Committee : C/3/EMP/3/1-188

Committee papers; subject files include : Devlin and Bristow Reports; legislation; race relations; industrial disputes and arbitration, ACAS; trade unions; Royal Commission on Trade Unions and Employers' Associations, 1957-81 (/1-72); legislation, including Industrial Relations Act 1971, Trade Unions and Labour Relations Acts 1974 and 1976, Employment Protection Act 1975, 1969-81 (/73-108); shop stewards; redundancy, unfair dismissals; employment agencies; closed shop; contracts of service; payment of wages; hours of work; CBI strike insurance fund, 1957-81 (/109-88).

Safety, Health and Welfare Committee : C/3/EMP/4/1-225

Committee papers; subject files include : disabled workers; industrial safety; Health and Safety Commission; HM Factory Inspectorate; toxic and carcinogenic substances; legislation on health and safety in individual industries; safety training; packaging and labelling of dangerous substances; conveyance and storage of dangerous goods; noise legislation; Mines and Quarries Panel; Robens Report on Safety and Health at Work, 1955-85(/1-191); EEC legislation on health and safety at work; directives on health and safety in individual industries; packaging and labelling of dangerous substances; security of personal information; CBI Working Party on Industrial Safety, 1965-86 (/192-225).

Social Security Committee : C/3/EMP/5/1-102

Committee papers; subject files include : Tax Credits Working Party; National Insurance; social security legislation; Working Party on Abuses of Social Security Benefits; unemployment and sickness benefits, medical certification; PAYE Panel; Industrial Injuries Advisory Council; employers' liability; Royal Commission on Civil Liability and Compensation for Personal Injury (Pearson Commission); pension schemes; Working Party on Administrative Arrangements by the DHSS; General Pensions Sub-committee and related working parties; pension funds; Occupational Pensions Board, 1956-83.

Wages and Conditions Committee : C/3/EMP/6/1-4

Circulated papers; subject files include : Wages Councils; Royal Commission on Trade Unions and Employers' Associations, 1958-73.

International Labour Department : C/3/EMP/7/1-28

Circulated papers; subject files include : International Labour Organisation; International Organisation of Employers; Multinational Enterprises Social Affairs Sub-committee/ Multinational Liaison Group; EEC papers on transnationals, worksharing and new information technologies, 1965-82.

Research Department : C/3/EMP/8/1-26

Subject files include : pay, poverty, national minimum wage; productivity agreements; CBI Databank; youth unemployment, 1969-82.

Employment Advisory Department : C/3/EMP/9/1-5

Subject files include : sport and leisure facilities at work; music in industry; HMSO; savings schemes; Forward Looking Management Seminar at Bruges, 1958-83.

Legal Policy Department : C/3/EMP/10/1-8

Subject files include : fair wages clauses; legal aid; employee inventions, patents; leave for public service; maternity leave; closed shop, European Court of Human Rights; equal pay; rehabilitation of defenders, 1958-84.

Steering Group on Unemployment : C/3/EMP/11/1-6

Circulated papers; subject files include : film on unemployment, 1981-3.

CBI/TUC Joint Committee : C/3/EMP/12/1-32

Circulated papers; subject files include : TUC Economic Review, 1965-71.

National Economic Development Council : C/3/EMP/13/1-8

[Non-CBI.] Circulated papers; subject files include : NEDC Working Party on Large Industrial Construction Sites; NEDC Labour Utilisation Committee; NEDC Productivity Advisory Services Group; NEDC Economic Development Committee, 1962-79.

National Joint Advisory Council : C/3/EMP/14/1-43

[Non-CBI.] Circulated papers; subject files include : Working Party on Consultation and Communications; dismissal procedures; payment of wages; industrial safety, 1956-74.

British Productivity Council : C/3/EMP/15/1-8

[Non-CBI.] Circulated papers; subject files include : professional and educational institutions; training films, 1958-68.

Working Party on the Improvement of Industrial Relations : C/3/EMP/16/1-42

Circulated papers; subject files include : dispute procedures, 1967-72.

Working Party on Manpower Saving : C/3/EMP/17/1-3

Circulated papers; subject files include : productivity, 1966-9.

Merseyside Employers Consultative Committee : C/3/EMP/18/1

Circulated papers, 1962-71.

Equal Rights Panel : C/3/EMP/19/1-4

Circulated papers; subject files include : equal opportunities policies; Commission for Racial Equality; 1977-81.

Northern Ireland Panel on Social Affairs : C/3/EMP/20/1-8

Circulated papers; subject files include : industrial legislation, 1965-81.

Working Party on Women's Employment : C/3/EMP/21/1-7

Circulated papers; subject files include : Department of Employment's Advisory Committee on Women's Employment, 1966-79.

Working Party on the Legal Framework of Industrial Relations : C/3/EMP/22/1-2

Circulated papers, 1970-1.

CBI INDUSTRIAL ORGANISATION DIRECTORATE (MSS.200/C/3/IND)

The Industrial Organisation Directorate existed under the directorship of K.J. Johnson only from 1965 to 1967 and consequently, few integral records have survived. It was concerned with the organisation and structure of trade associations and employers' organisations and with government policies towards industry, particularly the work of the National Economic Development Council. Much of its work was assumed by the Employment Affairs Directorate when Johnson became Director of Employment Affairs. Other work was taken up by the Economic Directorate.

Industrial Organisation Directorate : C/3/IND/1-2

Subject files include : meetings with directors of trade associations and employers' organisations (1); secondment to the Civil Service from industry (2), 1962-7.

CBI INTERNATIONAL AFFAIRS DIRECTORATE (MSS.200/C/3/INT)

The International Affairs Directorate was known as the Overseas Directorate until 1982. It provided a service to CBI members with overseas interests, monitored government policies in international affairs and maintained links with a number of international organisations. The Overseas Committee had a primary role in the administration of the Directorate. There have been five Directors : John Whitehorn, 1965-8; C.L.S. Cope, 1968-79; G.C. Mason, 1979; H.J. Herbert-Jones, 1979-87; J. Scates, 1987-95.

The records are arranged in the following series.

| | | |
|---|---------|------------|
| Overseas Committee | 1965-82 | C/3/INT/1 |
| Overseas Investment Committee | 1967-79 | C/3/INT/2 |
| Europe Steering Committee | 1964-84 | C/3/INT/3 |
| Export Credit Committee/Panel | 1966-82 | C/3/INT/4 |
| Export Promotion Policy Panel | 1975-83 | C/3/INT/5 |
| Overseas Aid Development Panel | 1966-83 | C/3/INT/6 |
| Tariff and Trade Regulations Panel | 1965-82 | C/3/INT/7 |
| Western Europe Department | 1965-6 | C/3/INT/8 |
| Africa, Asia and Latin America Department | 1965-81 | C/3/INT/9 |
| North America Department | 1972-83 | C/3/INT/10 |
| Eastern Europe and North Asia Department | 1964-80 | C/3/INT/11 |
| International Policy Department | 1970-80 | C/3/INT/12 |
| Trade and Investment Policy Department | 1971-80 | C/3/INT/13 |

| | | |
|--|---------|------------|
| Business and Industry Advisory Cttee. (BIAC) | 1961-83 | C/3/INT/14 |
| Union des Industries de la Communauté Européenne (UNICE) | 1974-84 | C/3/INT/15 |
| Multinational Liaison Group | 1969-82 | C/3/INT/16 |
| Commodity Policy Group | 1975-80 | C/3/INT/17 |
| Working Party on Instruments of Commercial Defence | 1980-1 | C/3/INT/18 |
| Working Party on Extraterritoriality | 1981-3 | C/3/INT/19 |
| Working Party on Transfer of Technology | 1974-6 | C/3/INT/20 |

Overseas Committee : C/3/INT/1/1-54

Committee papers; subject files include : Overseas Trade Policy Review; Study of International Competition; Devlin Commission; Committee on Invisible Exports; export recovery programme; politics and trade (human rights); 1981 Ottawa Summit; GATT, 1965-82.

Overseas Investment Committee : C/3/INT/2/1-11

Committee papers; subject files include : International Chamber of Commerce's Commission on International Investment and Economic Development, 1967-79.

Europe Steering Committee : C/3/INT/3/1-265

Committee papers; subject files include : study on Europe; EFTA, EEC; Nuttall Report on EEC; European public purchasing policy; GATT; speeches and articles; 1975 referendum on EEC; EEC Commission and Economic and Social Committee papers, 1964-84.

Export Credit Committee/Panel : C/3/INT/4/1-20

Committee papers; subject files include : Export Credits Guarantee Department; Committee to Review the Functioning of Financial Institutions (Wilson Committee); London Chamber of Commerce and Industry's Jumbo Projects Committee; British and European Export Banks; Cost Escalation Group; performance bonds and guarantees, 1966-82.

Export Promotion Policy Panel : C/3/INT/5/1-13

Circulated papers; subject files include : British Overseas Trade Board; British Overseas Trade Advisory Council; survey and conference on international lending agencies, 1975-83

Overseas Aid Development Panel : C/3/INT/6/1-28

Panel papers; subject files include : Select Committee on Overseas Development; UNICE Conference on International Economic Development; Lome Convention; EEC Generalised Preference Scheme; United Nations Conference on Trade and Development (UNCTAD); Brandt Commission; Working Party on the Untying of Aid, 1966-83.

Tariff and Trade Regulations Panel : C/3/INT/7/1-43

Panel papers; subject files include : customs legislation; import controls; EEC trade regulations; dumping; GATT; EEC/EFTA relations; import penetration; OECD; unfair trading practices; Customs Valuation Working Party, 1965-82.

Western Europe Department : C/3/INT/8/1-3

Subject files include : Anglo-German industrial co-operation; Western European trade associations, 1965-6.

Africa, Asia and Latin America Department : C/3/INT/9/1-56

Subject files include : overseas visits; conferences; UK-South Africa Trade Association; Southern Africa Steering Group; Association of South East Asian Nations; South East Asia Trade Advisory Group; Hong Kong; Indonesia; Japan; Japan Trade Advisory Group; Keidanren (Japanese Federation of Economic Organisations); Anglo-Japanese trade imbalance; EEC trade relations with Mediterranean countries, Iran and Latin America; Australia; Confederation of Australian Industry; New Zealand, 1965-81.

North America Department : C/3/INT/10/1-26

Subject files include : Canada; USA; free trade lobbying in USA; 1975 Anglo-American Industrialists Conference; US/EEC Businessmen's Council, 1972-83.

Eastern Europe and North Asia Department : C/3/INT/11/1-4

Subject files include : USSR; GDR; Yugoslavia, 1964-80.

International Policy Department : C/3/INT/12/1-5

Subject files include : Directorate public affairs; meetings with Foreign Secretaries; Trilateral Commission of Europe, North America and Japan; inward investment; GATT proposals on public purchasing, 1970-80.

Trade and Investment Policy Department : C/3/INT/13/1-3

Subject files include : political affairs; raw materials; taxation; 1971-80.

Business and Industry Advisory Cttee. (BIAC) : C/3/INT/14/1-84

[Non-CBI.] Circulated papers; subject files include : capital markets; multinationals; social affairs; restrictive business practices; raw materials, taxation; environment; technology; education; chemicals; International Chamber of Commerce; GATT; developing countries; OECD, 1961-83.

Union des Industries de la Communauté Européenne (UNICE) :

C/3/INT/15/1-26

[Non-CBI.] Circulated papers; subject files include : function; administration; customs legislation; GATT agreements; raw materials; Japan; Quadrilateral Businessmen's Conference on Economic Independence; Community Investment Guarantee Scheme; developing countries; export credits, 1974-84.

Multinational Liaison Group : C/3/INT/16/1-25

[Non-CBI.] Circulated papers; subject files include : EEC legislation; OECD guidelines; UN Code of Conduct for Transnational Corporations; finances, accounting; NEDO/Chatham House Symposium on Multinationals, 1969-82.

Commodity Policy Group : C/3/INT/17/1-5

Group papers; subject files include : access to supplies; UNCTAD, 1975-80.

Working Party on Instruments of Commercial Defence : C/3/INT/18/1-2

Circulated papers; subject files include : anti-dumping measures, 1980-1.

Working Party on Extraterritoriality : C/3/INT/19/1

Circulated papers; subject files include : US policy, 1981-3.

Working Party on Transfer of Technology : C/3/INT/20/1

Circulated papers; subject files include : UNCTAD, 1974-6.

CBI PUBLIC AFFAIRS DIRECTORATE (MSS.200/C/3/PUB)

The Public Affairs Directorate was formed in 1965 as the Information and Promotion Directorate. In 1966 it became the Public Relations and Information Directorate, adopting the shorter title of Information Directorate in 1968. In 1987 the name changed to Public Affairs Directorate. Initially its sphere of interest included export policy and it was responsible for its dependent institution, British Overseas Fairs Ltd. Export policy was transferred to the

International Affairs Directorate in 1966 after BOF Ltd. ceased to exist as an independent company. Public Affairs then concentrated on the public image of the CBI and communications. Many of the Directorate's surviving papers were speeches by Presidents and Directors General. These have been transferred to the papers of the relevant individual. Directors have been : W.P.N. Edwards, 1965-8; M. King, 1968-73; R.J.V. Dixon, 1973-7; Mrs D. Drake, 1977-80; K.D. McDowall, 1981-6; J. Dunkley, 1987-94.

Miscellaneous : C/3/PUB/1/1-4
Surveys; briefing notes, 1966-83.

British Overseas Fairs Ltd. : C/3/PUB/2/1-2
Correspondence, minutes, reports, accounts; subject files include : 1965 Tokyo exhibition, 1953-66.

Edwards Papers : C/3/PUB/3/1-5
Subject files include : export promotion; British Display Centres; National Exhibition Centre, 1960-73.

CBI REGIONAL AND SMALLER FIRMS DIRECTORATE (MSS.200/C/3/REG)

The Regional Directorate was formed in 1965 under the directorship of H.J. Gray. When regional affairs were transferred to the Administration Directorate in 1967, Gray became Director of Legal Affairs and the Regional Directorate ceased to exist. In 1969 Gray's Directorate expanded to become the Legal Affairs and Smaller Firms Directorate. Gray was succeeded by N. Tate in 1972 and a year later the Directorate mutated again into Regional and Smaller Firms. In 1978 it split into a Regional Directorate under Tate and a Smaller Firms Directorate under J.C.H. Meakin. Under Sonia Elkin (a former Director of both the separate Regional and Smaller Firms Directorates) the two were reunited and once again called Regional and Smaller Firms. In 1992 it was absorbed by the Membership Directorate. There have been six different Directors of the various directorates : H.J. Gray, 1965-72; N. Tate, 1972-81; J.C.H. Meakin, 1978-9; Sonia Elkin, 1979-92; R.H. Price, 1981-3; H.M.L. Morton, 1983-4.

The records are arranged in the following series :

| | | |
|---|------------|------------|
| Regional Chairman's Meetings | 1975-81 | C/3/REG/1 |
| Regional Policy Group | 1972-82 | C/3/REG/2 |
| Devolution Working Party | 1975-9 | C/3/REG/3 |
| Regional Councils | 1965-83 | C/3/REG/4 |
| London Regional Council | 1948-81 | C/3/REG/5 |
| South Eastern Regional Council | 1978-83 | C/3/REG/6 |
| Southern Regional Council | 1975-83 | C/3/REG/7 |
| South Western Regional Council | 1972-82 | C/3/REG/8 |
| West Midlands Regional Council | 1964-85 | C/3/REG/9 |
| North Western Regional Council | 1978-82 | C/3/REG/10 |
| Northern Regional Council | 1977-82 | C/3/REG/11 |
| Yorkshire and Humberside Regional Council | 1963-82 | C/3/REG/12 |
| East Midlands Regional Council | 1965-82 | C/3/REG/13 |
| Eastern Regional Council | 1976-82 | C/3/REG/14 |
| Scotland Council | c.1960s-81 | C/3/REG/15 |
| Northern Ireland Council | 1976-82 | C/3/REG/16 |
| Wales Council | 1972-83 | C/3/REG/17 |
| Smaller Firms Council | 1966-81 | C/3/REG/18 |
| UNICE Committee for the Study of the Problems of Small and Medium Sized Firms | 1976-83 | C/3/REG/19 |

Regional Chairman's Meetings : C/3/REG/1/1-8

Circulated papers; subject files include : biographical details of chairmen; membership of President's Committee, 1975-81.

Regional Policy Group : C/3/REG/2/1-58

Circulated papers; subject files include : North Sea oil; industrial action; MPs; Conservative, Labour and other political parties; Queen's Silver Jubilee Medal; pay; employee participation; Devlin Commission; local authorities and chambers of commerce; employers' organisations, 1972-82

Devolution Working Party : C/3/REG/3/1-7

Circulated papers; subject files include : devolution to Scotland, Wales and the English regions; referendum campaigns in Scotland and Wales, 1975-9.

Regional Councils : C/3/REG/4/1-9

Circulated papers; monthly reports; conferences, 1965-83.

CBI

London Regional Council : C/3/REG/5/1-31

Circulated papers; area committee papers; individual member firms, 1948-81.

South Eastern Regional Council : C/3/REG/6/1-4

Circulated papers; monthly reports, 1978-83.

Southern Regional Council : C/3/REG/7/1-7

Circulated papers; monthly reports, 1975-83.

South Western Regional Council : C/3/REG/8/1-14

Circulated papers; monthly reports, 1972-82.

West Midlands Regional Council : C/3/REG/9/1-18

Circulated papers; monthly reports; subject files include : MPs; area committee papers; accounts, 1964-85.

North Western Regional Council : C/3/REG/10/1-4

Circulated papers; monthly reports, 1978-82.

Northern Regional Council : C/3/REG/11/1-7

Circulated papers; monthly reports, 1977-82.

Yorkshire and Humberside Regional Council : C/3/REG/12/1-11

Circulated papers; monthly reports; accounts, 1963-82.

East Midlands Regional Council : C/3/REG/13/1-7

Circulated papers; monthly reports; publications; accounts, 1965-82.

Eastern Regional Council : C/3/REG/14/1-6

Circulated papers, 1976-82.

Scotland Council : C/3/REG/15/1-7

Circulated papers; monthly reports; committee membership list, c.1960s-81. Further CBI Scotland material, 1980-93, is held in the University of Glasgow Business Records Centre (ref. MSS.UGD 364).

Northern Ireland Council : C/3/REG/16/1-5
Circulated papers; monthly reports, 1976-82.

Wales Council : C/3/REG/17/1-8
Circulated papers; monthly reports, 1972-83.

Smaller Firms Council : C/3/REG/18/1-15
Circulated papers; subject files include : membership; policy; Bolton Committee of Inquiry on Small Firms; the Jump Report; Wilson Committee to Review the Functioning of Financial Institutions, 1966-81.

UNICE Committee for the Study of the Problems of Small and Medium Sized Firms : C/3/REG/19/1-5
Circulated papers; subject files include : finance; European Year of the Small and Medium Sized Enterprise, 1976-83.

CBI PUBLICATIONS (MSS.200/C/4)

The following summary records actual holdings of CBI serials in the Modern Records Centre; it does not claim to be a comprehensive list of all serial titles published by the CBI.

N.B. There are no restrictions on access to these publications.

CBI Serials

Titles held include : *British Industry*, 1966-7 : C/4/G1; *British Industry Week* [later *Industry Week*], 1967-70 : C/4/G16; *CBI Members' Bulletin*, 1970-80 : C/4/G14; *CBI News (and Supplement)*, 1981 to date : C/4/G3; *CBI Review*, 1971-9 : C/4/G2; *Annual Report*, 1965 to date : C/4/G4; *Nat. Conf. Report*, 1980-7, 1990 : C/4/G5; *List of Council Members*, 1965, 67, 70, 72-8 : C/4/G6; *CBI Talking Points*, 1974-9 : C/4/G7; *Business Brief*, 1979-80 : C/4/G8; *Fanfare for Britain*, 1964-73 : C/4/G9; *Home Bulletin*, 1967-70 : C/4/G10; *Handbook*, 1984/5, 1991/2 : C/4/G11; *Manufacturing Bulletin*, 1992 to date : C/4/G18; *Budget Representations* [later *Proposals*] *to the Chancellor*, 1966 to date : C/4/EC1; *Industrial Trends Survey*, 1958 to date : C/4/EC2; *Economic Situation Reports*, 1968-70, 1975 to date : C/4/EC3; *Monthly Trends Inquiry*, 1983 to date (incomplete) : C/4/EC4; *Distributive Trades Survey*, 1984 to date : C/4/EC6; *Innovation Trends Survey* (annual) 1988 to date : C/4/EC7; *Pay and Performance*, 1990 to date : C/4/EC8; *Financial Services Survey*, 1990 to date:

C/4/EC9; *Regional Trends Survey*, 1990 to date : C/4/EC10; *Small and Medium Enterprise Trends* : 1995 to date : C/4/EC11; *Education & Training Bulletin*, 1966-85 : C/4/ED1; *Employment Affairs Report* [later *Human Resources Report*], 1985 to date (incomplete) : C/4/EM1; *Relocation News* [later *Employee Relocation Report*], 1986 to date : C/4/EM/2; *Overseas Report*, 1975-85 : C/4/O1; *Overseas Living Costs*, 1979-87 : C/4/O2; *Overseas Trade Bulletin*, 1965-74 : C/4/O3; *Europe Brief*, 1972-5 : C/4/O4; *Europe Bulletin*, 1993 to date : C/4/O5; *Fuel Economy Review*, 1965-7 : C/4/T1; *Metrication Bulletin*, 1969-73 : C/4/T2.

CBI Occasional Publications

Pamphlets, reports, etc., issued by, or on behalf of, the CBI, are arranged by date of publication and referenced accordingly, e.g. MSS.200/C/4/93/1-29 : items published in 1993.

CBI SUB-GROUPS (MSS.200/C/6)

Cox Papers : C/6/COX/1-3

In the late 1970s the CBI undertook a survey of middle management motivation. Papers relating to the survey interviews and the questionnaires have survived via Graham Cox, a member of the original research team.

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S.E. Finer, 'The Federation of British Industries', *Political Studies*, IV, 1956.

Howard Gospel, 'Employers' labour policy : A study of the Mond-Turner talks 1927-1933', *Business History*, XXI, 2, July 1979.

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Linda Smallbone, *Employers' and trade associations' history* : Modern Records Centre Sources Booklet No.4 (Coventry, 1992).

Sir Charles Tennyson, *Stars and markets* (London, 1957).

For biographies of prominent businessmen connected with the FBI, etc., see *Dictionary of Business Biography* (1984-6), *Dictionary of twentieth century British business leaders* (1994).

