

## **MS 2009. Birmingham Trade Union Resource Centre. 1983-1996.**

Trade Union Resource Centre Ltd [TURC] was formed in 1982, as a research and information service for trades unionists and political campaigners. It was one of a number across the country, which developed partly in response to the needs of trades unions at a time of profound change, and partly as a consequence of new approaches to campaigning within the labour movement.

TURC was formed by Birmingham Trades Union Council [BTUC]. The articles of association established TURC as a company limited by guarantee, without share capital. This separate legal identity was intended to protect BTUC from any liability arising from the Centre's activities. Funding was provided by West Midlands County Council [WMCC]. This model of Trades Council involvement but with local authority funding continued throughout TURC's existence. It set the tone for many of TURC's activities, as it focused on economic issues and also social injustices including discrimination. However, this model also provided much tension within TURC and between TURC and other elements of the labour movement.

From the outset, the Trades Union Congress [TUC] was against the creation of resource centres in general and TURC in particular. TUC Circular No. 71 (1981/82) stated that no TUC body should establish a resource / research centre and should not participate in discussions leading to the creation of such centres. This was because of a concern that alternative trade union structures should not develop, without being fully accountable to trades union hierarchies and the TUC.

After much deliberation, BTUC decided to pursue the creation of TURC. The availability of local authority funding initially gave BTUC the means to create and develop TURC. Ultimately however, a dependence on public funding led to the failure of TURC, as Central Government progressively restricted the types of activity that local authorities could support. In addition to legislation against "campaigning on the rates", local political priorities also altered over time. With the abolition of the WMCC in 1986, Birmingham City Council [BCC] assumed responsibility for TURC. Despite attempts to attract funding from other local authorities, public bodies and trades unions, the City Council remained the major source of income.

Continued legislation into the 1990s to control public support for voluntary organisations affected the levels of and conditions attached to BCC funds. This period also saw a qualitative change in BCC responses to economic development. Funding was now targeted at projects that could demonstrate a progression to employment or higher level training. A separate Council department was formed to promote and sustain economic regeneration, and whilst responsible for funding voluntary sector organisations, it also promoted structural change within Birmingham's economic base. This Economic Development Department [answerable to the Council's Economic Development Committee] acted to cut back TURC's funding to its [original] core functions of research and information services. The Publishing, Print and Video subsidiaries were closed, with the print and video operations being transferred to a newly formed Birmingham Centre for Media Arts [BCMA], funded jointly by BCC and West Midlands Arts and which merged the production facilities of TURC, Wide Angle Productions and WEAVE.

Funding crises continued and intense lobbying of BCC occurred, by BTUC and individual trades unions. This quest to secure sufficient funding was a constant feature of TURC's existence until its closure in 1996. An unsuccessful attempt was made by TURC to claim

charitable status in order to gain tax relief, but the Gilliver Charitable Trust was established in 1992. A "Save TURC" campaign was also launched in 1992 and was administered from the Centre.

A fundamental requirement was for suitable premises for TURC to operate from. The Centre commenced operations in 1982 at 73/5 Pershore Street, but soon moved to the Gough Street premises of the Union of Construction and Allied Trades [UCATT]. In 1983 the Centre relocated to the Victoria Works, 7 Frederick Street, a building that would become synonymous with TURC. By 1990 however, funding difficulties and disputes with the landlords of Victoria Works led to a further move being considered. BTUC wished to centralise its various operations in one building, and BCC offered Digbeth Civic Hall for rent. This proposal generated tensions between TURC Management Committee and staff. The move to Digbeth did not occur, and in 1994 TURC leased part of the MSF premises at 70 Lionel Street. This was shortlived however, and later that year TRUC moved to BTUC's Trade Union Club, Pershore Road, Selly Park, where TURC remained until final closure.

A key feature of TURC was the close relationship that it had with a number of bodies, some formal, others less so. As fellow organisations supported by BTUC, TURC worked closely with Birmingham Centre for the Unemployed, the West Midlands Health Monitoring Unit and the Health and Safety Advisory Centre [HASAC]. TURC even shared accommodation with some of these organisations at different times, but retained a separate identity, under the BTUC umbrella. The South African Monitoring Service [SAMS] provided a good example of the close links that TURC had with formal institutions and campaigning groups. SAMS was based in the TURC premises at 7 Frederick St, and operated in conjunction with Birmingham Anti-Apartheid, BTUC and TURC. It aimed to generate & supply information on West Midlands companies' links with Apartheid, to follow up and supplement the TURC booklet "The Apartheid Connection".

TURC had a more direct relationship with the Youth Employment and Training Research Unit [YETRU] however. Established in 1984 by BTUC (with WMCC funding) it was originally known as the Youth Training Scheme [YTS] Research (Monitoring) Project. Through research, campaigning & advice work it aimed to highlight & address the effects of un/employment and training on the lives of young people (16 - 25). YETRU was particularly concerned with the prevalence and adverse effect of racial discrimination within the youth training schemes. YETRU workers were nominally employed by TURC, but reported to a separate management committee until 1989, at which time a joint TURC / YETRU Management Committee was formed. YETRU continued as a discrete unit until 1992, when TURC directly undertook an element of work around issues affecting young people until 1996.

A less formal, but similarly close relationship developed between TURC and the Trade Union Research Network [TURN]. TURN was initiated by research workers at TURC to establish a network of individuals with skills and knowledge, who would be prepared to act as consultants on issues such as company accounts or trade union law. It was also seen as a means of encouraging individual and collaborative research that would be of direct use to the trade union movement. The relationship between the TURC Management Committee, TURC Publishing and TURN was close but not always calm. TURN had independent structures and decision making processes, and did not regard itself as an integral part of TURC. This did not sit comfortably with some BTC nominees to the TURC Management Committee, who wished TURC Publishing to undertake specific projects requested by the BTC.

This collection was primarily assembled by TURC staff in the course of their duties. The material was collected from the Trade Union Club by Paul Mackney after TURC's closure and deposited with the City Archives.

Further small accessions donated by individuals are recorded at the appropriate file entry.

These records have been treated as a single entity as the articles of association of the various companies within the TURC group preserved the concept of a common purpose and the ability to function as a collective. Similarly, although the Youth Training Services Monitoring (Research) Project (later YETRU) initially operated at arms length, TURC were directly involved from the outset, later assuming complete responsibility.

This collection has therefore been arranged:

**MS 2009/A**

Birmingham Trade Union Resource Centre, later TURC Ltd

**/B**

Youth Training Services Monitoring (Research) Project, later Youth Employment and Training Resource Unit (YETRU)

**/C**

TURC Publishing Ltd

**/D**

TURC Print Ltd

**/E**

TURC Video Ltd

Within each section the records are arranged as follows:

- /1** Minutes (and related papers)
- /2** Financial Records
- /3** Subject and Correspondence files
- /4** Publications of TURC\* [\*vary as required]
- /5** Publications of bodies outside TURC / YETRU
- /6** Miscellaneous

This arrangement is in accordance with ISAD (G) as adopted by the U.K. Access to Archives (A2A) Guidelines for New & Revised Cataloguing.

Warwick Modern Record Centre's Scheme of Arrangement & Classification has been adopted (with modifications).

Naming conventions are in accordance with the [U.K.] National Council for Archives Rules for Personal, Place and Corporate Names (NCA "Rules")

This collection illustrates both the formal, organisational aspects of TURC and the operational details of the Centre. It also reflects the fact that TURC was part of a dynamic and complex network of social and political activists and conventional and more radical campaigning groups.

The records have been arranged to reflect the evolution of TURC from a single research and information service for trades unionists and campaigners, into a formal group of associated companies. These records also generally fall into discrete types of administrative and financial records, such as minutes, ledgers and correspondence files. A conventional archival

arrangement has therefore been adopted to reflect the organisation and operations of TURC and its constituent parts over the period of its existence.

In addition to the constant struggle to obtain sufficient funding, TURC's requirements under company law and its trading activities with regard to publications, video and print production have resulted in the collection containing many financial records and correspondence about accounts and funding. Other practical considerations that loom large in the records include employee relations and building issues. As an employer as well as a trades union body, TURC worked within accepted procedures for dealing with employee issues. As the Centre's funding situation worsened, redundancy procedures joined standard remuneration deliberations between the Management Committee and staff representatives. With regard to building issues, correspondence relating to tenancy issues such as car parking and routine repairs and maintenance are later joined by lease negotiations, insurance claims and papers concerning court disputes over damage to TURC property and equipment by contractors. TURC's operational activities are recorded, for research and informational services, as well as the publishing, print and video activities.

These records describe the reality of operating a centre such as TURC, but they also cast light on the activities and concerns of TURC, at a time of profound economic, social and political change. Industrial relations disputes such as the 1984 Miners' Strike and political confrontations such as the imposition of the Community Charge "Poll Tax" were regarded by many as "legitimate" areas for an organisation such as TURC to concern itself with, even if Central Government legislated to reduce the extent to which public funds could be used. However, TURC also addressed issues of discrimination in the workplace and in society (within the West Midlands and further afield). The records of TURC should therefore be considered against a backdrop of concerns over discrimination on grounds of gender, race, disability and sexual orientation, disaffection and disturbance in many cities [as with the Handworth disturbances of 1985], campaigns against nuclear weapons, anti-deportation campaigns and so forth. The impact of the Prevention of Terrorism Act was a major concern both of BTUC and TURC, as was the apartheid regime in South Africa.

Whilst TURC's official activities may have been channelled into "mainstream" trades union issues by legal and funding restrictions, concerns with such wider issues both informed the general outlook and tone of TURC, and also manifested themselves where opportunities permitted. TURC's "production" elements [Publishing, Print and Video] with their [albeit limited] capacity to attract independent sources of funding were able to undertake "campaigning" activities. They also reflect a concern within TURC to embrace opportunities offered by media contacts. Throughout this collection are references to services provided to mainstream organisations such as the BBC as well as 'progressive' operations such as Tariq Ali's Bandung Productions. Familiar labour movement fears of press bias sit alongside the commissioning of works to assist trades unionists in engaging with the media.

The arrangement adopted for this collection reflects the fact that TURC fitted into the formal structures and operating protocols of the established labour movement. However, TURC also developed and maintained informal links with the emerging campaigning and direct action movement, which is reflected in the contents of this Collection. This blend of the formal and the less formal should be considered by researchers, who will benefit from studying related collections. The official records of BCC, BTC and WMCC will provide particular insights into relations with, and issues affecting TURC. Birmingham Labour Group records, and the personal papers of Sir Richard Knowles and Paul Mackney [Leader of BCC and President of

BTC respectively at crucial times for TURC] will further illuminate the political dimension in which TURC operated.

Various records relating to the same subject may be found across a range of record types, and researchers will often be rewarded by referring to all elements of the collection, even if the headings do not immediately indicate a relevance.

### **Glossary**

ASLEF	Associated Society of Locomotive Engineers and Firemen
AWL	Alliance for Workers' Liberty
BCC	Birmingham City Council
BCMA	Birmingham Centre for Media Arts
BECTU	Broadcasting, Entertainment, Cinematograph & Theatre Union
BIF	Birmingham Independent Facilities
BLHG	Birmingham Labour History Group
BTC	Birmingham Trades Council
CARF	Campaign against Racism and Fascism
CPSA	Civil and Public Services Association
CRE	Commission for Racial Equality
CTUC	Commonwealth Trade Union Council
GMB	General, Municipal, Boilermakers and Allied Trades Union
JTS	Job Training Scheme
SAMS	South African Monitoring Service
SEAD	Scottish Education & Action for Development
SLAs	Service Level Agreements between funders and recipients
TUC	Trades Union Congress
TURC	Birmingham Trade Union Resource Centre Ltd
TURN	Trade Union Research Network
TURP	Trade Union Research Project
UCATT	Union of Construction, Allied Trades and Technicians
WMCC	West Midlands County Council
YETRU	Youth Employment and Training Research Unit

### **Related material**

MS 1591	Papers of Paul Mackney
BCC Minutes	[Local Studies Collection]
WMCC	West Midlands County Council

### **Access**

Open unless specified within the catalogue.

**MS 2009/A. Birmingham Trade Union Resource Centre . 198? - 1996.**

The central element is the TURC Management Committee [from 1989 a combined TURC / YETRU Management Committee]. This was the governing body for TURC, to which staff were accountable. It set policy and authorized expenditure. It also served as the Board of Directors, under company law. The composition of the Management Committee reflected the origins of TURC as a labour movement body, funded by local authorities. From 1982, Management Committee members were nominated by Birmingham Trades Council, with positions reserved for the West Midlands County Council [as funder] and the West Midlands Regional TUC. This latter provision was intended to allay fears by the TUC that TURC would operate outside of the conventional trades union structures. However, the offer was never taken up, the national TUC Council preventing the Regional TUC from becoming involved.

Over time, the Management Committee's composition altered slightly but the main pattern of trades union involvement, channelled primarily through the BTUC remained, along with representation of the funders. The relationship between TURC and BTUC whilst close was sometimes turbulent, and as the main link between the two, the Management Committee both experienced and contributed to tensions. In addition to the normal industrial relations issues between the Management Committee and the Centre staff, there were fundamental differences between how the BTC and TURC staff viewed what legitimate workloads should be. Formal lines of authority from the BTC Executive Council, via the TURC Management Committee and Centre co-ordinator to staff did not always sit well with a workforce used to exercising initiative, and operating in an environment where direct, independent action was increasingly valued. Tensions arose between TURC and individual trades union hierarchies, where TURC's emphasis on providing information and support services to grass roots trades unionists was viewed as potentially compromising the negotiating positions of paid union officials.

This standpoint was not universal with trades unions, and over time TURC gained and retained support from many union branches. There remained however a clear distinction between the BTC view of TURC as an [arms length] agent of BTC policy and TURC staff's attempts to retain a capacity for independent decision making. Such tensions surfaced throughout the Centre's existence, over issues such as the BTC desire to relocate TURC into a single Trades Council operation at Digbeth Civic Hall, and the requirement that TURC produce the BTC journal, which had previously been produced separately. This latter issue brought the relationship between TURC and TURN into sharp focus, as some members of the BTC Executive Council regarded TURN as a "front" for TURC staff seeking to follow an independent line.

A further factor was the funder's representation on the Management Committee, as BCC increasingly sought to direct the activities of TURC through Service Level Agreements for specified research and information services, and divestment of the specialist subsidiaries of Publishing, Print and Video. This aspect brought to the fore the inter-related nature of the local labour movement, with Michael Joseph [Mick] Rice serving simultaneously as Secretary of BTC, Chair of TURC Management Committee and Vice Chair of BCC Economic Development Committee.

The worsening funding situation and the enforced restructuring brought to the fore the Management Committee's role as employer, as negotiations with staff trades unions moved away from salary issues and terms and conditions towards redundancy.

There were also internal tensions between staff members. The Trades Council's decision to merge its management responsibilities for TURC and YETRU in 1989 caused local difficulties, as teams that had previously regarded themselves as distinct, though co-located units now operated much more closely as a single unit.

This section is the heart of the collection, as it contains records of the original research and information service established in 1982, and also those of the holding company created in 1986, to co-ordinate the specialist subsidiaries of Publishing, Print and Video set up at that time. From 1989 the joint management arrangements for TURC and YETRU are also recorded here, as are post 1992 details, when TURC reverted to a research and information service, with closure of YETRU and the specialist subsidiaries.

A wide range of material is contained, including minutes and related papers, financial and operational records, correspondence between TURC and a wide range of parties, as well as publications produced by TURC and by other organisations.

These records offer a comprehensive insight into the motivation behind the establishment of TURC, and its development over time. The social, economic and political landscape in which it was placed is shown, as are the often intricate relationships which key members of TURC had with various elements of the labour movement, and the tensions that arose. Individuals with differing political [but socialist] affiliations were involved, sometimes in a personal capacity, but sometimes as representatives of the Labour Party or other socialist political organisations, individual trades unions, Birmingham Trades Council and the Trades Union Congress. Campaigning groups on a range of topics were also involved.

The organisational role of TURC is more apparent in the minutes and finances, and the campaigning role is more readily identified in the correspondence and publications sections - but this is not a hard and fast rule.

**MS 2009/A/1. TURC Ltd Minutes (and related papers)**

This series was established as an administrative tool, rather than for governance purposes. Therefore, the minutes do not constitute a formal series of signed copies and there are some gaps in the sequence. However, the inclusion of supporting papers from a range of sources permits a good overview of the issues facing the Centre over time.

The main set of minutes contained in these files relates to the TURC Management Committee, which from 1989 became the combined TURC / YETRU Management Committee [but still periodically referred to as just the TURC Management Committee]. This is a relatively complete series with minutes of regular, scheduled meetings as well as the obligatory annual general meetings and special meetings as required. In addition, a range of other minutes is contained, often included as supporting papers for agenda items, but sometimes filed as stand alone items. Such minutes include those of staff meetings and consultative meetings between the Management Committee and staff trades unions. Minutes of the "Save TURC" campaign also appear, as do occasional minutes of the BTUC Council and Executive Committee, where they contain items specifically relating to TURC.

In addition to such minutes, supporting papers also include reports and correspondence. The role of the Management Committee as a board of directors for TURC ensured that a steady stream of financial and operational reports from TURC Publishing, TURC Print and TURC Video was considered by Management Committee and is retained in this series. Correspondence between the Management Committee and West Midlands County Council, Birmingham City Council, BTUC and TUC is also contained.

The Management Committee formed a Staffing subcommittee and also a Finance Sub Committee [sometimes referred to as the Finance Committee]. Copy minutes for these are attached as agenda items with the main Management Committee minutes. These are very useful, but a full sequence is not retained, and they are included purely as additions.

Occasionally, minutes of the BTC Council and Executive Committee are included, where they contain decisions directly affecting TURC.

Financial and Policy Approval forms regularly appear in this series, submitted by staff from all parts of TURC. They were a device to keep staff in line with BTUC wishes, as expressed through the Management Committee. The range of subjects covered provides an insight into the operational environment and concerns of TURC staff, as although they reflect exceptions to routine practice they also deal with relatively low level matters. Major policy issues would be handled by reports or presentations to the Management Committee.

The reports and correspondence may be partial duplicates of material held elsewhere, particularly of the subsidiary records but are retained in this sequence because of the context that they provide the Management Committee minutes.



MS  
2009/A/1/1

TURC Minutes & Related Papers

1986-1989

Whilst the original title of this file "Minutes of TURC Management Committee" does not fully represent the range and nature of the records contained, it does reflect the rationale for creating the file. The file is organised around the agendas for specific Management Committee meetings, with supporting papers appended.

This file focuses on operational aspects of TURC, rather than its campaigning role. Glimpses of this role are provided however by the supporting papers.

These supporting papers include the minutes of previous Management Committee meetings, and minutes of associated meetings, which are summarised below.

Reports, financial statements & accounts and correspondence concerning TURC business are also contained. Again, these are summarised below.

Collectively, these papers reflect the company structure of TURC, and the relationship between the various components of TURC, and the relationship between TURC and Birmingham Trades Council, as well as with various constituents of the Trades Council, such as YETRU and the NHS Monitoring Unit. An insight into some of the activities undertaken by TURC is provided, as are the sometimes conflicting attitudes and approaches of Management Committee and the staff to issues facing TURC., for instance over the process of merging TURC and YETRU.

This file contains some partial duplicates of items included elsewhere, but they provide a different context for this file, and are therefore retained.

Papers in this file are in general ascending but not strict chronological order (The earliest records are generally at the rear of the file, rising to the latest at the front). This general chronological order partly reflects the nature of the records, which are an accumulation of papers considered at, or in support of business meetings. Individual papers are related to specific meeting agendas, and are assembled in the order dictated by the agenda, which may not be in strict date order.

Two separate numbering systems are in place:

The first sees every sheet numbered consecutively from 1 to 118 (1986 - [March?] 1987), but with a gap between 73 and 83. The missing papers may relate to the proposed

MS  
2009/A/1/1  
[continued]

Acquisition of Digbeth Civic Hall (Agenda for 17th February 1987 refers (86 in chronological sequence) However, there are two sets of handwritten (draft) Management Committee minutes (for 16/09/1986 & 16/12/1986) that are not included in the numbering sequence, yet are interleaved within the sequence. The final typed versions are numbered in sequence. Please note that handwritten (draft) minutes for 17/2/1987 are included in the chronological sequence (90 - 95)

The second numbering system covers June 1987 to May 1989 and is agenda specific. For each agenda, the supporting papers are annotated against the relevant agenda item. This annotation is sometimes by number, sometimes by letter. Whilst all agendas in this date range are annotated (either by typescript or in ink) not every set of supporting papers is annotated, and some enclosures are not specifically referred to on the agenda. Some at least of these may have been tabled at the meeting itself.

Papers covering the period [March?] 1987 to May 1987 do not fall within any sequencing system, indicating an interim period between file creators. Prior to [March?] 1987, calling papers and agendas were circulated by Annette Sandy (Administrative Assistant / Clerical Worker) or Mick Rice (Chair of TURC Management Committee). Between [March?] and April 1987, Mick Rice and Geraldine Egan (Vice Chair of Management Committee) issued such papers. This reflects the lack of a Centre co-ordinator. From May 1987 until May 1989 Geraldine Egan, as Centre Co-ordinator issued calling papers and agendas, the second form of referencing reflecting this change.

The following agendas and minutes are included in this file:

Agendas for Management Committee Meetings

21/10/1986 - 11/05/1989

TURC Management Committee Minutes

16/09/1986 - 19/01/1988

08/11/1988

21/02/1989 - 11/05/1989

TURC / YETRU Management Committee

TURC Finance (sub) Committee:

11/03/1987 - 12/01/1988

TURC Officers' Meetings (Management Cttee)

04/08/1987

24/04/1989 - 27/04/1989

TURC staff meeting

13/04/1987

TURC Equal Opportunities (Staff) Meeting

MS  
2009/A/1/1  
[continued]

16/03/1988  
Birmingham Trades Union Council (BTUC)  
14/05/1987  
03/09/1987  
BTC Executive Council  
18/05/1987  
21/09/1987

These papers cover practical matters such as accounts and finances, building issues and personnel activities [recruitment, remuneration and conduct].

Policy issues include a suggested move of premises to Digbeth Civic Hall and the production of the BTUC handbook.

Brief details of the records in this file are included, together with the numbers allocated to them. This is in order to demonstrate the range of issues tasking the Management Committee and staff in this period. The value of these records is primarily in their relationship to each other, and they will therefore be served to researchers as a single entity. Agendas are shown in bold type.

#### Number Sequence

- TURC Mgt Cttee Minutes [hand written draft]  
16/09/1986
- 1 - 8** Job Descriptions: 1986
  - 1** Librarian
  - 2 - 3** Administrative / Clerical Worker  
[See also No. 60 - 61 below]
  - 4** Print Administrator
  - 5 - 6** Research worker
  - 7** Video Worker
  - 8** Covering letter to members of Mgt Cttee
- 9** Financial Reporting - TURC, recommendations on Form of Reporting 1986
- 10 - 11** Letter from Clement Keys & co [Accountants] re: TURC's options as a Trading Group for supporting its various group activities 08/08/1986
- 12** Report from Staff to Mgt Cttee following staff meeting 1986
- 13** Disabled Access at 7 Frederick Street 1986
- 14** Report on Staff Attendance 1986
- 15 - 17** TURC Print Ltd Financial Report to the Mgt Cttee 30/09/1986
- 18 - 20** TURC Video Summary of Financial Report 31/09/1986 [sic]
- 21 - 27** Birmingham TURC Financial Report 30/09/1986
- 28** TURC Co-ordinator Post: Draft Job Description

- MS  
2009/A/1/1  
[continued]
- nd [1986?]
- 29 – 31** TURC Mgt Cttee Minutes [not signed] 16/09/1986
- 32** Agenda for TURC Management Committee Meeting  
21/10/1986
- No. 29 - 31 is Appendix 1 to Agenda  
No. 28 is Appendix 2  
No. 15 - 27 is Appendix 3  
No. 14 is Appendix 4
- 33 – 37** TURC Publishing Letter & Financial Report to Mgt  
Cttee 14/11/1986
- TURC Mgt Cttee Minutes [hand written draft]  
16/12/1986
- 38 - 40** TURC Mgt Cttee Minutes [not signed]  
16/12/1986
- 41 - 48** TURC Publishing Financial Report & Financial  
Forecast 1986
- 49 - 52** TURC Research Report [1986?]
- 53 - 55** TURC Mgt Cttee Minutes [not signed]  
16/12/1986
- 56** Finance & Policy Approval Form re:  
Christmas bonus for volunteers 16/01/1987
- 57** Finance & Policy Approval Form re:  
Back Pay for TURC Video worker who  
Provided cover whilst colleague was  
suspended 16/01/1987
- 58** Finance & Policy approval Form re:  
Division of Funds from "the Methodist  
Conference" to be divided between Research,  
Publishing & SAMS 10/01/1987
- 59** Finance & Policy approval Form re:  
Expenditure on paid assistance with LSPU  
Sector study on privatisation 10/01/1987
- 60 - 61** Job Description for Administrative / Clerical  
Worker [This is a copy of No. 2 -3 above, but  
Annotated with amendments] [1987?]
- 62 - 64** Revised Analysis of Income & Expenditure  
January 1987
- 65 - 66** TURC Video Summary of Financial Report  
31/12/1986
- 67 - 69** TURC Print Ltd Financial Report to Mgt Cttee  
31/12/1986
- 70** Agenda for TURC Management Committee  
Meeting on - 20/01/1987
- 71** Report on SAMS [South African Monitoring  
Service] 04/02/1987
- 72 - 73** Joseph Fray Ltd Dispute - a Case Study of  
TURC at work nd 1987
- [74 – 82]** not in file at time of cataloguing  
Archivist's note: This missing sequence may  
Relate to report on Digbeth Civic Hall

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2009/A/1/1  
[continued]
- 83 - 85** acquisition - See No. 86 agenda item 4]  
TURC Mgt Cttee Minutes [not signed]  
20/01/1987
- 86** Agenda for AGM of TURC & separate Mgt  
Cttee on - 17/02/1987  
No. 83 - 85 is for agenda item 2  
No. 72 - 73 is for agenda item 5a  
No. 71 is for agenda item 5b
- 87 - 95** TURC Mgt Cttee Minutes [hand written  
draft] 17/02/1987
- 96** Action List - Mgt Cttee Minutes 17/02/1987
- 97 - 99** TURC Mgt Cttee Minutes [not signed]  
17/02/1987
- 100** Letter from TURC Researchers to TURC Mgt  
Cttee re: Possible Digbeth Purchase  
12/03/1987  
[Sent in response to 101 - 111 below]
- 101 - 111** Digbeth Civic Hall - A response to the Plea  
04/03/1987
- 112** TURC [Mgt Cttee] Finance Sub Cttee Minutes  
[not signed] 11/03/1987
- 113** Notes of a Meeting to look at Presentation of  
Budgets to TURC Mgt Cttee 11/03/1987
- 114 - 117** TURC Mgt Cttee Minutes [not signed]  
17/02/1987
- 118** Agenda for TURC Mgt Cttee on -  
17/03/1987
- Copy agenda for TURC Mgt Cttee on -  
17/03/1987
  - Finance & Policy Approval Form re:  
Location of new Centre Co-ordinator within Office  
22/04/1987
  - Finance Sub Cttee: Recommendation on budget  
1987/8 1987
  - Forecast Budget Income & Expenditure 1987/8  
1987
  - Agenda for TURC Mgt Cttee on -  
28/04/1987
  - Copy agenda for TURC Mgt Cttee on -  
28/04/1987
  - TURC Mgt Cttee Minutes [not signed]  
28/04/1987
  - TURC Finance Cttee Minutes  
13/05/1987
  - TURC Ltd End of Year Statement  
31/03/1987
  - TURC Video Debtors List [annotated]  
21/03/1987

- MS  
2009/A/1/1  
[continued]
- TURC Complete List of Debtors [annotated]  
1987
  - Agenda for Re-scheduled TURC Mgt Cttee on -  
21/05/1987
  - Agenda [with enclosures] for TURC Mgt Cttee on -  
16/06/1987
    - (1) TURC Mgt Cttee Minutes [not signed]  
21/05/1987
    - (2) TURC Finance Cttee Minutes  
09/06/1987
    - Appendix A Action Report of  
Recommendations
    - Appendix B Forecast Budget Income &  
Expenditure 1987/8
    - Appendix C Views on Retainer Fees in  
Research
    - (3) TURC Publishing Ltd: Breakdown of  
Income & Expenditure - Financial  
Year 1986/7 1987
    - (4) Research Department Quarterly Report  
June 1987
  - Agenda [with enclosures] for TURC Finance Cttee on  
09/06/1987
  - - (a) TURC Finance Cttee Minutes  
13/05/1987
    - (b) Action Report of Recommendations  
1987
    - © TURC Mgt Cttee Minutes [not signed]  
21/05/1987
    - (d) TURC Publishing Ltd Breakdown of Income  
& Expenditure - Financial Year 1986/87 --  
Birmingham Trades Council Minutes  
14/05/1987
  - Birmingham Trades Council Executive Cttee Minutes  
18/05/1987
  - TURC Mgt Cttee Minutes [not signed]  
21/05/1987
  - Agenda [with enclosures] for TURC Mgt Cttee on -  
21/07/1987
    - (1) TURC Mgt Cttee Minutes  
16/06/1987
    - (2) Report on Feasibility Study on Journal /  
Trades Council Handbook / Fightback  
Campaign
    - (3) TURC Finance Cttee Minutes  
07/07/1987
    - (4) TURC Print Ltd Financial Report to Mgt  
Cttee 30/06/1987
    - (5) TURC Ltd Financial Report - Main Account  
Qtr 1 1987

MS  
2009/A/1/1  
[continued]

- (6) TURC Publishing Ltd Financial Report  
30/06/1987
- (7) TURC Publishing Proposed Budget for  
Publications Catalogue  
1987
- (8) TURC Video Summary of Financial Report  
Qtr 1 1987
- (9) Underpayment of Salary  
1987
- (10) TURC Library - Application for Extended  
Hours 1987
- (11) TURC Research - The Impact of  
De-regulation [of public transport] on the  
Local Economy: Pilot Study 1987
- TURC Mgt Cttee Minutes [not signed]  
21/07/1987
- TURC Officers [of Mgt Cttee] Minutes [not signed]  
04/08/1987
- Agenda [with enclosures] for TURC Mgt Cttee on -  
14/09/1987
  - (A) TURC Officers [of Mgt Cttee] Minutes [not  
signed] 04/08/1987
  - (B) Information on Matters Arising:  
1987  
TURC Video Report  
TURC Publishing Report  
Bus De-Regulation Pilot Study  
Student Placements
  - © TURC Publishing Worker - Salary Claim  
09/09/1987
  - (D) TURC Library Application for Extension of  
Worker's Contract  
1987
  - (E) Finance & Policy Approval Form re:  
TURC Video request to sell old camera  
& lens and buy additional lens for  
camera 09/09/1987
  - (F) Finance & Policy Approval Form re:  
Christmas presents for volunteers  
10/09/1987
  - (G) Library Work Report  
10/09/1987
  - (H) Letter from TURC Staff trades union  
representatives to Chair & Vice-Chair of  
TURC Mgt Cttee re: Flexi-Time Agreement  
& Sabbatical Leave 18/08/1987
  - (I) TURC and Profitability [a report by staff ?]  
To the Pay Review Body 1987
- Birmingham Trades Council Minutes [copy]  
03/09/1987

- MS  
2009/A/1/1  
[continued]
- Birmingham Trades Council Executive Cttee Minutes  
[copy] 21/09/1987
  - Agenda [with enclosures] for TURC Mgt Cttee on -  
20/10/1987
    - (a) TURC Mgt Cttee Minutes [copy]  
15/09/1987
    - (b) TURC Finance Cttee Minutes [copy]  
13/10/1987
    - © TURC Financial Report Quarter 2  
09/10/1987
    - (d) TURC Print Financial Report  
30/09/1987
    - (e) TURC Publishing Financial Report  
30/09/1987
    - (f) Finance & Policy Approval Form re:  
Proposal that TURC run Photography  
Day Schools 03/10/1987
    - (g) TURC Research Report  
23/09/1987
    - (h) Finance & Policy Approval Form re:  
Proposal for Researchers to attend  
Seminars on multi-national companies,  
at the Trans-national Information  
Centre, London (TICL) 12/10/1987
  - TURC Mgt Cttee Minutes  
20/10/1987
  - Agenda {with enclosures} for TURC Mgt Cttee on -  
17/11/1987
    - (a) TURC Mgt Cttee Minutes [copy]  
20/10/1987
    - (b) TURC Finance Cttee Minutes [copy]  
10/11/1987
    - © TURC Video Summary of Financial Report  
Second Quarter  
1987
    - (d) The Effect of Decisions on the Relationship  
Between projects [YETRU and the NHS  
Monitoring Unit] and TURC, a report by the  
Centre co-ordinator 13/11/1987
  - TURC Draft Budgets 1989/90  
29/11/1988
  - Agenda [with enclosures] for TURC Mgt Cttee Special  
Meeting on - 06/12/1988
    - (a) TURC Mgt Cttee Minutes [copy]  
08/11/1988
    - (b) Budget TURC 1988/9 - not in file
    - © Budget YETRU 1988/9 - not in file
  - Agenda {with enclosures} for TURC AGM & Mgt  
Cttee on - 19/01/1988  
AGM:



MS  
2009/A/1/1  
[continued]

- (1) Minutes of TURC AGM 17/02/1987
- (2) Report & Accounts - not in file
- TURC Mgt Cttee
- (3) Minutes of TURC Mgt Cttee  
15/12/1987
- (4) Minutes of TURC Finance Cttee 12/01/1988
- (5) TURC Ltd Quarterly Report - not on file
- (6) TURC Publishing Quarterly Report - not on file
- Proposals for Structuring Informal Day [for TURC  
staff & mgt to identify worries, difficulties &  
potential opportunities & challenges 1988
- TURC Mgt Cttee Minutes  
19/01/1988
- Trades Union Projects: Proposals for New Mgt Cttee  
Arrangements by Paul Mackney [BTC] &  
Geraldine Egan [TURC co-ordinator] 01/01/1988
- TURC Staff Meeting Minutes  
13/04/1988
- Proposal for New Mgt Cttee Structure  
by Tina[Mackay] TURC researcher  
15/04/1988
- TURC Equal Opportunities (Staff) Meeting Minutes  
16/03/1988
- Questionnaire for Mgt Cttee: when is the best time for  
Mgt Cttee meetings?  
nd
- Application by TURC Staff for Pay Increase following  
National NALGO Settlement  
nd
- TURC & YETRU Financial Reports  
28/10/1988
- Agenda for TURC / YETRU Mgt Cttee on -  
22/03/1989
- [Agenda Item 2 (Minutes of the Last Meeting (a) is  
Not in file]
- [The following items are marked up but not listed on  
agenda
- (a) Finance & Policy Appraisal Approval Form re:  
YETRU Black Youth Rights Worker Post  
22/03/1989  
[Included is a copy note from the Barrow &  
Geraldine S. Cadbury Trust re: Terms of  
Grant]
- (b) Finance & Policy Appraisal Approval Form re:  
YETRU Resource Worker's Request to carry  
Over Annual Leave entitlement 22/03/1989
- © Letter from Librarian to Mgt Cttee re:  
Request to carry over Time off in Lieu nd
- (d) Finance & Policy Appraisal Approval Form re:  
TURC Video request for Expenditure for

MS  
2009/A/1/1  
[continued]

- Leads, adaptors, rechargeable batteries  
21/03/1989
- (e) Finance & Policy Appraisal Approval Form re  
YETRU request to re-print "Schemewise"  
Booklet [Included is a quotation for reprint]  
22/03/1989
- (f) Letter from Clement Keys [Accountants] to  
TURC Mgt Cttee re: accounts for -  
TURC Ltd (Consolidated)  
TURC Video Ltd  
TURC Publishing Ltd  
TURC Print Ltd  
[Page 1 only. Continuation sheet(s) not  
in file] 21/03/1989
- TURC Mgt Cttee Minutes  
21/02/1989
  - TURC Mgt Cttee Minutes  
22/03/1989
  - Names & Addresses of Mgt Cttee members  
nd
  - Agenda [& enclosures] for TURC / YETRU Mgt Cttee  
& AGM [Annette's copy - Annette Sandy,  
Administrator?] 11/05/1989  
Mgt Cttee:
    - (a) TURC Mgt Cttee Minutes 22/03/1989
    - (b) TURC Publicity Worker - Job Description  
nd
    - © YETRU Black Youth Rights Worker -  
Advertisement nd
    - (d) Report of TURC / YETRU Officers' Meeting  
[not specified whether these are Staff or Mgt  
Cttee Officers] 24/04/1989
    - (e) Report of meeting with TURC Officers [Mgt  
Cttee Officers] by Centre Co-ordinator  
27/04/1989
    - (f) Briefing Note on Company Information  
Service, compiled by Centre Co-ordinator  
for TURC Officers 1989
    - (g) Letter from TURC Staff Union committee to  
TURC / YETRU Mgt Cttee re: Maternity  
Leave 27/04/1989  
[Note: (f) & (g) included with (e) on agenda]
  - TURC Mgt Cttee Minutes  
11/05/1989
  - TURC Mgt Cttee Calling Note, for a short meeting to  
Examine the new Management Structure  
proposals for TURC 17/05/1988 [The  
mentioned summary of proposals is not in file]
  - Agenda [& enclosures] for TURC / YETRU Mgt Cttee  
& AGM 11/05/1989

MS  
2009/A/1/1  
[continued]

[Note: There are variations between the enclosures for this and "Annette's" copy above]

Mgt Cttee:

- (a) TURC Mgt Cttee minutes 22/03/1989
  - (b) TURC Publicity Worker - Job Description nd
  - (b2) TURC Publishing Ltd Future Proposals nd
  - (b3) TURC Publishing Monthly Work Programme 1989/90 nd
  - © YETRU Vacancy [Note: Not in file]
  - (d) Report of TURC / YETRU Officers' Meeting [not specified whether these are Staff or Mgt Cttee Officers] 24/04/1989
  - (e) Report of meeting with TURC Officers {Mgt Cttee Officers} by Centre Co-ordinator 27/04/1989
  - (f) Briefing Note on Company Information Service, Compiled by Centre Co-ordinator for TURC Officers 1989
  - (g) Letter from TURC Staff Union committee to TURC / YETRU Mgt Cttee re: Maternity Leave 27/04/1989
  - (h) Staff Priorities for TURC / YETRU nd
  - (i) TURC Budgets 1989/1990 10/05/1989
  - (i2) YETRU Budget 1989/90 nd
- TURC Video Draft Copy for Rate card [for video equipment hire] 1989 Note: (f) & (g) included with (e) on agenda, (i) (i2) & draft Video Rate card don't appear on agenda]

MS  
2009/A/1/2

TURC Management Committee Minutes & Related Papers

1987-1988

There is very little formal numbering of papers within this file, which includes related records such as agenda and supporting reports. The main referencing system involves papers being marked up with the date of the meeting that they are to be considered. In addition, some papers are marked as being tabled at particular meetings, sometimes as formal agenda items, sometimes appearing under Any Other Business.

Papers within this file are in general ascending but not strict chronological order (The earliest records are generally at the rear of the file, rising to the latest at the front). This general chronological order partly reflects the nature of the records, which are an accumulation of papers considered at, or in support of business meetings. Individual papers are related to specific meeting agendas, and are assembled in the order dictated by the agenda, which may not be in strict date order.

There are some partial duplicates of items included elsewhere, but they provide a different context for this file, and are therefore retained.

Minutes of Birmingham Trades Union Council are included where there are specific references to TURC, but they do not form a complete set of BTUC minutes.

- Finance & Policy Approval Form re:  
Christmas Bonus for Volunteers 16/01/1987
- Finance & Policy Approval Form re:  
Division of Funds from the "Methodist  
Conference" between Research, Publishing &  
SAMS 10/01/1987
- Finance & Policy Approval Form re:  
Expenditure on paid assistance with LSPU  
Sector study on privatisation 10/01/1987
- Finance & Policy Approval Form re:  
Anti-racist Training for all staff in the building  
03/12/1986
- TURC Print Ltd Financial Report to the Mgt Cttee  
31/12/1986
- Finance & Policy Approval Form re:  
TURC / Trades Council Open Day  
for the Women's Festival 14/01/1987
- Finance & Policy Approval Form re:  
Petty Cash Limit specifically for Research  
16/01/1987
- Finance & Policy Approval Form re: Back Pay for

MS  
2009/A/1/2  
[continued]

- TURC Video Worker who provided cover  
16/01/1987 -  
Report on SAMS [South African Monitoring Service]  
04/02/1987
- Notes on meeting to look at Presentation of Budgets  
to Mgt Cttee 11/03/1987
  - Digbeth Civic Hall - A Response to the Plea  
04/03/1987
  - TURC Mgt Cttee Minutes [not signed] 20/01/1987
  - Joseph Fray Ltd Dispute - a Case Study of TURC at  
work nd 1987
- F** TURC Mgt Cttee Minutes [not signed]  
20/01/1987
- Agenda for AGM of TURC & separate Mgt Cttee on  
- 17/02/1987
  - TURC Mgt Cttee Minutes [not signed] 17/02/1987
  - Agenda for TURC Mgt Cttee on - 17/03/1987
- Papers marked up for 28/04/1987 [meeting]:
- TURC Finance Sub-Cttee Recommendation on  
budget 1987/88 nd
  - TURC Library - Worker required [annotated  
advertisement] nd
  - TURC Publishing Ltd Financial Report nd
  - Finance & Policy Approval Form re:  
Location of New Centre Co-ordinator within  
Office 22/04/1987
  - TURC Grievance Procedure [annotated] nd
  - TURC Flexible Working Hours Draft Agreement  
[annotated] 1987
  - TURC - Notes on Meeting with Staff Representatives  
27/04/1987
  - TURC Mgt Cttee Minutes & Action List 17/02/1987  
Agenda [annotated] for TURC Mgt Cttee on -  
28/04/1987
  - Suggested Guide-Lines on Short-Term & Occasional  
Paid work 20/05/1987
  - TURC Library - Worker required nd
  - TURC Print Ltd - Financial Report to Mgt Cttee  
31/03/1987
  - TURC Flexible Working Hours Draft Agreement  
April 1987
  - Letter from Chair of TURC to NALGO & NGA :  
stewards re Meeting with Staff representatives  
01/05/1987
- Papers marked up for 21/05/1987 [meeting]
- TURC End of Year Statement 31/03/1987
- App 2** TURC Video Debtors List [annotated] 31/03/1987
- App 1** TURC Print Debtors up to 28th February 1987 nd
- TURC Finance Cttee Minutes 13/05/1987
  - Library Budget - 1987/88 nd

- MS  
2009/A/1/2  
[continued]
- TURC Mgt Cttee Minutes [not signed] 28/04/1987
  - Agenda for TURC Mgt Cttee on - 21/05/1987
- Papers marked up as tabled on 21/05/1987
- [meeting]:
- Floor Plans [possibly of Digbeth Civic Hall or 7 Frederick St] nd
  - Minutes of Trades Council Consultation with TURC Staff 20/04/1987
  - Proposed Move to Digbeth Civic Hall - Staff Proposals 19/05/1987
  - Floor Plans [possibly of 7 Frederick St or Digbeth Civic Hall] nd
- [The following items are NOT marked up for or to be tabled at 21/05/1987]
- Report on TURC Ltd Recommendations [re: finance] nd
- App A** Action Report of Recommendations: Report from Print on items raised at last meeting nd
- Job Sheet for Print room [sample] nd
  - TURC Print Ltd Remaining Debtors 1985 – 1987 nd
- App 3** Quarterly Breakdown of Debtors nd
- Research Department - June 1987 Quarterly Report nd
- App B** Forecast Budget Income & Expenditure 1987/8 nd
- App C** Views on Retainer Fees in Research nd
- Video Production Note nd
  - TURC Video Ltd Remaining Debtors nd
- Papers marked up as tabled on 21/05/1987 [meeting]  
[continued]:
- Finance & Policy Approval Form re:  
Underwriting of TURC Video Production  
[annotated] 21/05/1987
  - Contract of Employment [sample form] nd
  - Suggested Guide-lines on Short-Term & Occasional Paid Work 20/05/1987
  - Letter from Centre Co-ordinator to [members of the Mgt Cttee re:papers tabled at the Mgt Cttee meeting on 21/05/1987 22/05/1987
- Papers marked up for 16/06/1987 [meeting]**
- 4** Research Department - June 1987 Quarterly Report nd
- TURC Library Survey Form [sample] nd
- App 2** Expenditure 1986/1987 [This may not relate to TURC Publishing] nd
- Income Breakdown nd
- App 1** Breakdown of Income 1986/87 [This relates to TURC Publishing] nd
- TURC Publishing Breakdown of Income &

- MS  
2009/A/1/2  
[continued]
- Expenditure 1986/87 nd
  - TURC Video Ltd Remaining debtors nd
  - Video Production Note nd
  - TURC Print Ltd Remaining Debtors nd
  - Report on TURC Ltd Recommendations [re: finance] nd
  - Action Report of Recommendations: Report from Print on items raised at last meeting nd
  - 2 TURC Finance Cttee Minutes 09/06/1987
  - TURC Mgt Cttee Minutes 21/05/1987
  - [Archivist's Note: TURC Mgt Cttee Minutes for 16/06/1987 had been misfiled here at some previous time. They have been refiled correctly]
  - Agenda for TURC Mgt Cttee on - 16/06/1987
- Papers marked up as tabled on 16/06/1987 [meeting]:
- Request for [staff] time to be carried through into 1987/8 nd
  - Letter from TURC Mgt Cttee officers to [Stage 3 participants?] re: Stage 3 Meeting - 03/06/1987 & proposal to widen out consideration of pay claims to all Trades Council projects [including YETRU and the Centre for the Unemployed] 04/06/1987

**Papers marked up for 07/07/1987 [Finance Cttee Meeting]**

- TURC Mgt Cttee Minutes [16/06/1987]

**Papers marked up for 21/07/1987 [meeting]**

- 11 The Impact of De-Regulation on the Local Economy – Outline of Proposed Pilot Study nd
- 10 TURC Library - Application for Extended Hours for assistant nd
- 9 Underpayment on Cleaner for TURC premises nd
- 8 TURC Video Summary of Financial Report April – June 1987 nd
- 7 TURC Publishing Proposed budget for Publications Catalogue nd
- [TURC Publishing] Breakdown of Debtors 1986/87 nd
- 6 TURC Publishing Financial Report to Mgt Cttee 30/06/1987
- 5 TURC Financial Report - Main Account Qtr 1 06/07/1987
- 4 TURC Print Financial Report to Mgt Cttee 30/06/1987

- MS  
2009/A/1/2  
[continued]
- 3 TURC Finance Cttee Minutes  
07/07/1987
  - 2 Report to Mgt Cttee re:  
Feasibility Study on Trades Council Journal  
Trades Council Handbook  
Fightback Campaign  
Holidays Entitlement  
nd
  - 1 TURC Mgt Cttee Minutes  
[16/06/1987]
  - Agenda for TURC Mgt Cttee for 21/07/1987

**Papers marked up as tabled on 21/07/1987 [Meeting]**

- TURC Publishing Worker - Job Description
- Letter from TURC Mgt Cttee officers to [Stage 3 participants?] re Stage 3 Meeting - 08/07/1987 re: pay claims and Pay Review Working Party  
10/07/1987
- Letter from NUPE [National Union of Public Employees] re: Stage 3 Meeting re: pay claim  
20/07/1987
- Note on TURC Meeting with Staff Unions –  
17/07/1987 nd
- Finance & Policy Approval Form re:  
Purchase of Ladder for Research / YETRU & Library  
[Not marked as tabled at 21/07/1987 meeting]  
20/07/1987
- Finance & Policy Approval Form re:  
Purchase of metal cabinet & shelving 20/07/1987
- Finance & Policy Approval Form re:  
Purchase of shelving 20/07/1987
- Proposal by Club 85 on "Fusion Show" at Town Hall on 18/10/1987 [Performance Talent Showcase]  
17/06/1987
- Finance & Policy Approval Form re:  
Loan to Club 85 for hire of Town Hall for Fusion Show 20/07/1987
- Letter from Chair of Mgt Cttee to Staff Union representatives re: meeting with staff representatives  
[Not Marked as tabled at 21/07/1987 meeting]  
30/06/1987
- Students Placed at TURC July 1987 - 1988 nd

**Papers marked up for 08/09/1987 [meeting]**

- TURC Publishing: Background on setting up unit & pay claim nd
- Notice of Special Mgt Cttee meeting for Stage iv Grievance 08/09/1987
- TURC [Mgt Cttee] Officers' Minutes 04/08/1987



MS  
2009/A/1/2  
[continued]

- Papers marked up for 14/09/1987 [meeting]**
- I** TURC and Profitability:  
[Notes by TURC staff for the Pay Review Body]  
August 1987
- Letter from Chair & Vice-Chair of Mgt Cttee to TURC  
staff union reps re: Flexi-Time Agreement &  
Sabbatical Leave [Not marked as for 14/09/1987]  
02/09/1987
- H** Letter from Staff Union reps to Chair & Vice-chair of  
TURC Mgt Cttee re: Flexi-Time Agreement &  
Sabbatical Leave 18/08/1987  
[Includes letter from TURC researcher to Chair of Mgt  
Cttee re: Sabbatical Leave arrangements 17/8/1987  
& Letter from Chair of Mgt Cttee to researcher re:  
Sabbatical Leave Arrangements] 02/09/1987
- G** Library Work Report 10/09/1987
- F** Finance & Policy Approval Form re:  
Christmas bonus for Volunteers 10/09/1987
- E** Finance & Policy Approval Form re:  
Sale of old Camera & lens to fund new lens  
09/09/1987
- D** TURC Library application for further extension to  
Assistant's Contract nd
- C** Letter from Company Secretary to NUPE re:  
TURC Publishing Worker - Salary Claim 09/09/1987
- B** Information on Matters Arising from Minutes of  
14/08/1987:  
TURC Video  
TURC Publishing Report  
Bus De-Regulation Pilot Study  
Student Placements  
nd
- A** TURC [Mgt Cttee] Officers Minutes 04/08/1987
- Agenda for TURC Mgt Cttee for - 14/09/1987
- Papers marked up as tabled on 21/07/1987 [Meeting]
- Quotation Photo-copier for TURC 02/09/1987

**Papers marked up for 15/10/1987  
[but refer to 20/10/1987 meeting]**

- H** Finance & Policy Approval Form re:  
Research request to attend seminars on  
Multi-nationals at TICL [Trans-national Information  
Centre, London] With Details of Seminars attached  
12/10/1987
- G** TURC Research Workers Report to Mgt Cttee  
23/09/1987
- F** Finance & Policy approval Form re:  
Photographic Day Schools 03/10/1987
- E** TURC Publishing Financial Report to Mgt Cttee

MS  
2009/A/1/2  
[continued]

30/09/1987  
**D** TURC Print Financial Report to Mgt Cttee  
 30/09/1987  
**C** TURC Financial Report Qtr 2 09/10/1987  
**B** TURC Finance Cttee Minutes 13/10/1987  
**A** TURC Mgt Cttee Minutes 15/09/1987  
 - Agenda for Mgt Cttee meeting for - 20/10/1987  
 - TURC and Profitability:  
 [Notes by TURC staff for the Pay Review Body]  
 [Not marked up for 15/10/1987] August 1987

**Papers marked up as tabled on 20/10/1987**

- Staff Analysis of Holidays & Absence April -  
 September 1987 nd  
 - Letter & sample questionnaire from Centre Co-  
 ordinator to Mgt Cttee members and staff to arrange  
 an Informal Day to discuss TURC's general work &  
 direction 28/10/1987  
**E** Minutes of Joint Union - Management Meeting  
 12/11/1987  
**D** Report by Centre Co-ordinator "The Effect of  
 Decisions on the relationship between Projects &  
 TURC" 13/11/1987  
 [Note: interleaved here is a hand written note:  
 View from Andrew [?] & NHS Monitoring View] nd  
**C** TURC Video Summary of financial Report 2nd Qtr 1  
 1987 nd  
**B** TURC Finance Cttee Minutes 10/11/1987  
**A** TURC Mgt Cttee Minutes 20/10/1987  
 - Agenda for Mgt Cttee Meeting for - 17/11/1987

**Papers marked up as tabled nd [or 17/11/1987?]**

- NALGO Pay Increase - Staff Claim nd  
 - TURC Main Account: Briefing Note on Financial  
 Position nd  
 - Letter from NUPE to TURC Mgt Cttee re: TURC  
 Publishing Salary Claim 17/11/1987

**Paper marked up for [Finance Cttee meeting] on  
 09/12/1989**

- Minutes of the Review Body 25/11/1987  
**6** TURC Publishing Ltd Financial Report for Qtr 3 1987  
 nd  
**5** TURC [financial Statement] nd  
 - TURC Mgt Cttee Minutes 15/12/1987  
 - TURC Video Ltd Report & Accounts 31/03/1987  
 - TURC Print Ltd Report & Accounts 31/03/1987  
 - TURC Publishing Ltd Report & Accounts 31/08/1987  
 - TURC Ltd & Subsidiary companies Report &  
 Accounts 31/08/1987

MS	-	TURC Mgt Cttee AGM Minutes	17/02/1987
2009/A/1/2	-	Agenda for TURC Mgt Cttee for -	19/01/1988
[continued]	-	Proposal for Structuring Informal Day [for 20/02/1988]	nd
	-	TURC Mgt Cttee Minutes	19/10/1988
	<b>App B</b>	Quarterly Expenditure reports	
		01/04/1987 - 31/03/1988	nd
	<b>App 1</b>	Income & Expenditure 01/04/1987 - 31/03/1988	nd
	<b>D</b>	TURC Print Ltd Financial Report to the Mgt Cttee	nd
	<b>C</b>	TURC Video Summary of Financial Report Qtr 3	nd
		1987	nd
	<b>B</b>	Trades Union Projects: Proposals for new Mgt Cttee	
		Arrangements	01/01/1988
	<b>[A]</b>	TURC Mgt Cttee Minutes	19/01/1988
	-	Agenda for TURC Mgt Cttee for -	16/02/1988
		<b>Papers marked up as tabled on 16/02/1988</b>	
	-	Research Report to February Mgt Cttee	nd
	-	Policy Approval Form re:	
		Request for TURC Video Worker to carry over Leave	15/02/1988
	-	Letter from Paul Mackney to Mgt Cttee re: meeting on	16/02/1988
	-	Minutes of Projects & Staff Unions to discuss new	
		proposals for Mgt Structure	03/02/1988
	-	National Labour Movement Inquiry Report into Youth	
		Unemployment & Training	11/02/1988
		<b>Papers marked up as "Meeting not Quorate"</b>	
	<b>B</b>	Trades Union Projects: Proposals for New Mgt Cttee	
		Arrangements	01/01/1988
	<b>H</b>	Report of the Informal Day Held by TURC Staff & Mgt	
		Cttee	20/02/1988
	<b>F</b>	TURC Library Report	nd
	<b>A</b>	TURC Mgt Cttee Minutes	16/02/1988
	-	Agenda for TURC Mgt Cttee for -	15/03/1988

MS 2009/A/1/3	<b><u>TURC Management Committee</u></b>	1989 - 1991
	- TURC Print Discussion Meeting	26/09/1989
	- Report on Photographic Exhibition to Promote TURC nd	
	- TURC Financial Report to 31/12/1989 [annotated]	nd
	<b>B</b> Minutes of BTUC & TURC Officers Meeting 15/01/1990	
	- Financial Reports TURC & YETRU to 31/01/1990	nd
	- TURC Staff Meeting Minutes	22/03/1989
	- TURC Staff Meeting Minutes on 27/09/????	nd
	- Research Budget 1989/1990	nd
	- TURC Application for funding to Sandwell Council	nd
	- TURC Video Summary of Financial Report Qtr 2 1989 nd	
	- Staff Meeting Minutes [hand written] 18/10/????	nd
	- Team Meeting Minutes	08/11/1989
	- Staff Meeting Minutes	27/11/1989
	- Staff Meeting Minutes	13/12/1989
	- TURC Equal Opportunity Policy (Employment & Services) [Draft]	nd
	- Code of Conduct for all Users of TURC	nd
	- TURC Flexible Hours Agreement	nd
	- p.2 – 4 of Typed Instructions points 4 to 10	nd
	- BTUC's Health & Safety Policy Statement	nd
	- Operation of Telephones – at Centre	nd
	- Staff Meeting Minutes	11/04/1990
	- TURC / YETRU Staff Meeting	09/05/1990
	- Staff Meeting Minutes	06/06/1990
	- TURC Video Application for Funding under the "Television with a Difference" Scheme	20/12/1989
	- TURC Print Quarterly Financial Report to Mgt Cttee nd	
	<b>C</b> TURC Financial Report to 30/09/1989	nd
	- p.2 – 4 of Notes re: Various elements of TURC [YETRU – TURC Publishing]	nd
	- TURC Print Progress Report	November 1989
	<b>G</b> Finance & Policy Approval Form re: Placement of Print worker from "Sunrise" Newspaper in Bluefields, Nicaragua with TURC Print [1999]	03/01/1990
	<b>F</b> Finance & policy Approval Form re: TURC / YETRU speaker at Lothian TURC about Trade Union resource units	03/01/1990
	<b>[E]</b> [Not in file]	
	<b>D</b> Staff Recommendation to Mgt Cttee re: Meeting with Albert Bore [Chair of Economic Development Cttee, Birmingham City Council]	nd

MS  
2009/A/1/3  
[continued]

- C** Finance & Policy Approval Form re:  
TURC / YETRU Union Representatives 03/01/1990
- B3** Finance & Policy Approval Form re:  
Consolidated 'Bus Pass for new member of staff  
03/01/1990
- [B2]** Not in File
- B1** Staff Recommendation to Mgt Cttee re: Working  
Party nd
- A** TURC / YETRU Mgt Cttee Minutes 09/11/1989
- Agenda for TURC / YETRU Mgt Cttee for - 1/01/1990
- Funding TURC / YETRU [annotated report] nd
- Staff Meeting Minutes [hand written] 17/01/1990
- TURC / YETRU Staff Meeting Minutes 14/02/1990
- B** Paper to assist in the consideration of YETRU as a  
Limited company with TURC as its parent company  
March 1990
- Points for Consideration at the Staff Meeting nd
- TURC / YETRU Staff Meeting Minutes 28/02/1990
- Staff Meeting Minutes 14/03/1990
- [Copy] Notes 1 – 10 re: Duties for Co-ordinator nd
- Job Description – Co-ordinator nd
- TURC / YETRU Staff Meeting Minutes 31/01/1990
- Staff Meeting Minutes [with YETRU enclosures]  
20/06/1990
- 9d** Finance & Policy Approval Form re:  
Attendance at Afro-Caribbean & Asian Conference nd
- 9c** Finance & Policy Approval Form re:  
TURC Print Noise Levels & Staff Hearing Tests  
04/07/1990
- 9b** Finance & Policy Approval Form re:  
Variation in TURC Research staff time 04/07/1990
- 9a** Finance & Policy Approval Form re:  
Links with TUC Education Service 04/07/1990
- [D]** TURC Print Ltd Quarterly Report to Mgt Cttee  
April – June 1990 nd
- C** TURC Publishing Ltd Financial Report Qtr 1 1990/91  
nd
- B** Summary of Events on the Injunction against TURC's  
Landlords nd
- A** TURC / YETRU Mgt Cttee Minutes 17/05/1990
- TURC Mgt Cttee – Suggested Dates 1990 / 1991 nd
- Agenda for TURC Mgt Cttee for - 12/07/1990
- F** TURC Publishing Financial Report Qtr 2 1989/90 nd
- A** TURC Mgt Cttee Minutes 14/09/1989
- Agenda for TURC / YETRU Mgt Cttee for 09/11/1989
- TURC Financial Report to 31/12/1989 nd
- Funding Implications [Phases 1 – 3] nd
- Development Work Implications {Phases 1 – 3} nd

MS  
2009/A/1/3  
[continued]

- TURC's Rolling Programme of Skill Workshops nd
- Internal Training nd
- Monitoring nd
- TURC Video – Main Aims nd
- TURC Print – Main Aims nd
- TURC Mgt Cttee Minutes nd
- TURC Financial Report to End of September 1990  
09/10/1990
- D2 & D1 below are stapled together**
- D2** YETRU Financial Budget 1990 [marked: Table Staff Meeting] nd
- D1** TURC Financial Budget 1990 [marked: Table Staff Meeting] nd
- The Truth as we Know It: Draft Budgets – TURC & YETRU nd
- TURC / YETRU Staff Meeting Minutes 07/11/1990
- Staff Meeting Minutes 10/10/1990
- Recommendations from Staff to TURC Mgt Cttee re: Letter received by staff from Mick Rice in a private capacity nd
- TURC / YETRU Staff Meeting Minutes 21/11/1990
- The Darkroom at TURC [Draft Copy for Comments] Sept. 1990
- Papers Clipped Together**
- Staff Meeting Minutes 23/01/1991
- Special Mgt Cttee Minutes 30/01/1991
- Suggested Letter to Mgt Cttee from TURC staff re: Attachment of Earnings Order nd
- TURC Staff Meetings – Draft Rules & Standing Orders [1 – 21] nd
- TURC Staff Meeting – Draft Rules & Standing Orders [annotated] nd
- TURC Staff Meeting – Draft Rules & Standing Orders nd
- Report of the Meeting with Albert Bore on 19/03/1990[?] nd
- Centre Facilities – Report of Product Team Meeting nd
- E** Revised Financial Report & “Global View” of Expenditure 1991/2 12/03/1991
- D** Agreement: National Graphical Association (NGA) & TURC nd
- C** TURC Mgt Cttee meetings: Confirmed Dates for rest of [1991?] nd
- [B]** TURC Mgt Cttee Members contact details nd
- A** TURC Mgt Cttee Minutes 21/02/1991
- Agenda for Mgt Cttee meeting for - 21/03/1991

	-	Review of TURC for the City Looking towards 1990/91	nd
MS	-	TURC / YETRU Mgt Cttee Minutes	11/01/1990
2009/A/1/3	-	Agenda for Special Mgt Cttee Meeting	15/02/1990
[continued]	-	TURC / YETRU Mgt Cttee Minutes	17/05/1990
	-	Security Check List	nd
	-	Cleaning Tasks for TURC & Rota	nd
	-	Staff Meeting Minutes	03/04/1991
	-	Staff Trade Unionists Meeting re: TURC Financial position	20/03/1991
	-	Staff Meeting Minutes [annotated]	05/05/1991
	-	Staff Meeting Minutes	29/05/1991

MS  
2009/A/1/4**TURC Management Committee**

1992

- C** Resolution to TURC / YETRU Staff Meeting re: The "Save TURC" Campaign
- B** Minutes of Consultation Meeting with Staff, Unions & Chair of Mgt Cttee re: Difficulties facing TURC 16/03/1992
- A** Mgt Cttee meeting 13/03/1992
- Agenda for Special Mgt Cttee for - 01/04/1992
  - Minutes of the "Save TURC" Campaign 25/03/1992
  - Report to Mgt Cttee from TURC Video /re: media developments [refers to BIF – Birmingham Independent Facilities Centre For Media Innovation] 01/04/1992
  - Minutes of Joint Mgt Cttee meeting with Wide Angle BIF 18/03/1992
  - Union – Management Consultation Meeting 25/03/1992
  - Letter from BECTU [Broadcasting Entertainment Cinematograph & Theatre Union] representative on TURC Mgt Cttee 31/03/1992
  - TURC Print Financial Report to Mgt Cttee 1991/92 nd
  - "Save TURC Campaign" Minutes 22/04/1992
- D** TURC Publishing Financial Statement to Mgt Cttee 1991/92 April 1992
- C** TURC Ltd Financial Statement to Mgt Cttee 1991/92 April 1992
- B** YETRU Financial Statement to Mgt Cttee 1991/92 April 1992
- A** Mgt Cttee Minutes 01/04/1992
- Agenda for TURC Mgt Cttee for - 21/05/1992
  - Statistical Analysis of TURC activities [5 Pie Charts]
  - Finance & Policy Approval Form re: BIF equipment store at TURC nd
- [F]** TURC Print Progress Report 17/06/1992
- [E]** Briefing re: TURC to the Labour Councillors on

MS  
2009/A/1/4  
[continued]

- Birmingham City Council's Economic Development Cttee [BCC EDC] [includes 4 pie charts] June 1992
- [D]** Report of Meeting between Councillor Bore [Chair of BCC EDC] and TURC & BTUC re: funding for TURC 15/06/1992[?]
- Summary Points from the [BIF] Centre for Media Innovation Planning Meeting 06/06/1992
- [C]** TURC Video: Meeting with West Midlands Arts, Birmingham City Council's Economic Development Department & BIF Council nd
- B** "Save TURC" Campaign Minutes 03/06/1992
- A** Mgt Cttee Minutes 21/05/1992
- Agenda for Special Mgt Cttee for - 24/06/1992
  - Letter & Enclosures from TURC Union representatives to Mgt Cttee re: Redundancy Agreement 23/06/1992
  - Special Mgt Cttee Meeting Minutes 24/06/1992
  - Agenda for Special Mgt Cttee for - 29/06/1992
  - TURC Core Service Level Agreement (SLA): Report to Mgt Cttee 1992
  - Figures on possible redundancy payments to TURC staff 29/06/1992
  - TURC Print Quarterly Report to the Mgt Cttee April – June 1992 nd
  - Letter of Resignation from TURC Mgt Cttee 30/06/1992
  - Notes on Redundancy July 1992
  - TURC Ltd Redundancy Agreement as amended June 1992
  - Redundancy Pay – Photocopied pages 28 – 29 nd
- B** Holidays in TURC until the End of July 1992 nd
- A** Special Mgt Cttee Minutes 29/06/1992
- Agenda for Mgt Cttee for - 16/07/1992
  - Report to Mgt Cttee by Centre Co-ordinator on Areas to be Clarified with Councillor Bore [BCC EDC], to enable Decisions to be taken at Mgt Cttee on 16/07/1992 08/07/1992
  - TURC Video Long Term Commitments nd
  - TURC Video Users 12 months ending 30/03/1992 nd
  - TURC Publishing Financial Statement April – June 1992
  - YETRU Financial Statement April – June 1992
  - TURC Ltd Financial Statement April – June 1992 nd
  - Letter from Chair of Mgt Cttee to TURC Research re: not accepting new work until further notice because of financial situation 22/07/1992
  - Contact Details of TURC Mgt Cttee [different from below] nd
  - Calling notice for Special Mgt Cttee re: changes to TURC for - 27/07/1987
  - Calling notice for Special Mgt Cttee re: Future of TURC



for - 26/08/1992

- Contact Details of TURC Mgt Cttee [different from above] nd

MS  
2009/A/1/5

**TURC Management Committee**

1994 - 1995

This folder covers a critical period in the development of TURC. Both routine business papers are included (notices of forthcoming Management Committee meetings, agendas and copy minutes) as well as details of fundamental importance. Records include correspondence of the Chair and Secretary with Management Committee members, trades unions, local councillors, the media etc concerning developments at TURC, disagreements within the Management Committee, and between the Management Committee and staff, The City Council and others. Tension is noted around the degree of TURC's independence (or otherwise) from the Birmingham Trades Union Council. Reluctance of the City Council to continue funding is also detailed. Allegations of impropriety are made against officers of TURC. Reference is made to a City Council Audit investigation into TURC's finances, undertaken at the request of TURC's Secretary. Details of unauthorised approaches by individuals to the University of Warwick with a view to establishing a "new" TURC independent of BTUC are included. Practical matters relating to the move of premises from the MSF premises in Lionel Street to the Union Club, Pershore Road are detailed, as are Council and other concerns at the implications for TURC of this move.

The contents of this file were originally stored in individual plastic pockets. The papers have been removed from these pockets for conservation purposes. However, as certain papers had been removed from their pockets prior to being deposited with the City Archives, the cataloguer has indicated where these empty pockets were in relation to remaining papers in the folder.

Please note that during the currency of this file Mick Rice was simultaneously the Secretary of BTUC, TURC & the Union Club and also a Councillor for BCC (serving as Deputy Chair of the Economic Development Committee).

**MS 2009/A/2. TURC Ltd Financial Records. 1982 - 1994.**

As a company limited by guarantee, TURC was governed by company law and had to keep appropriate financial records and also submit audited accounts to Companies House. This series contains the ledgers, bank statements etc for the Centre, initially as the sole company and from 1986 as the parent company of the TURC subsidiaries. YETRU and the subsidiaries also maintained financial records and submitted financial reports to the Management Committee and this series should therefore not be considered in isolation from the rest of the collection. They do however provide a useful overview of the operational issues and campaigning interests of TURC [or at least those generating income or causing expenditure].

MS  
2009/A/2/1

**BTURC Income & Expenditure Ledger**

1982-1984.

This ledger covers TURC's formative period, running from January 1982 until March 1984. {Entries for April 1984 are also recorded, but annotated as being transferred into a new ledger – MS 2009/A/2/2}. The ledger records the practical issues of setting up the Centre, including the initial grant allocation [from WMCC] and costs of recruiting staff.

The ledger is organised into two sections; [revenue] income and expenditure and capital expenditure. Both sections are divided by month and year.

The main source of income was WMCC grant, with small donations and payments from subscribing sponsors also being listed. These sponsors were primarily political party groups and local trades union branches. As time progresses, income from services and productions are recorded, such as videos and print jobs.

The main revenue expenditure was salaries and staff expenses, followed by building service costs. Capital expenditure included office and production equipment and building works.

Interleaved with this ledger are three letters from TURC to WMCC Economic Development Unit. These letters [dated 10/02/1983, 03/03/1983 and 24/03/1983] detail capital items paid from the TURC revenue account and request that funds be transferred accordingly.

- MS  
2009/A/2/2
- TURC Income & Expenditure Ledger** 1984 -1987
- This ledger was originally called the TURC Main Ledger. It commences in April 1984, indicating the adoption of local authority financial years – April to March. The first few entries have been copied from MS 2009/A/2/1. The ledger covers TURC's transition from a single entity to a group of related companies.
- [Revenue] income and expenditure is recorded by month. Income sources are similar to those recorded in MS 2009/A/2/1, with grants from BCC replacing those from WMCC from May 1986 onwards. Expenditure also follows the pattern described above.
- The last entries in this ledger record expenditure in April 1987, but these have been scored through and are repeated in MS 2009/A/2/3
- MS  
2009/A/2/3
- TURC Income & Expenditure Ledger** 1987 - 1989
- This ledger records income and expenditure by month. Entries for April 1987 have been transferred from MS 2009/A/2/2 and are recorded here under April and May 1987.
- Income and expenditure patterns are similar to those described above.
- Interleaved with this ledger are:
- Cancelled cheques,
  - BCC Conditions of Grant Aid to TURC 1987/88
  - Copy letter to Unity Trust PLC concerning employees salaries 31/08/1988
  - Copy note on Draft Budget 1989/90 for TURC and YETRU 29/11/1988 [3 sheets]
  - Internal TURC note 'Even More Notes on the Budget for 1989/90' 21/04/1989,
  - with a copy letter from BCC EDD attached 'TURC / YETRU Funding in 1989/90' 13/04/1989
- Computer printouts:
- Nominal Ledger Reports – Account Names nd
  - Purchase Ledger Reports – Account Names nd
  - Management Reports – Audit Trail nd
  - Management Reports – VAT Return nd
  - Management Reports – Budget Report nd
  - [Annual & Quarterly Forecasts nd]
  - [Annual & Quarterly Forecasts, Quarter 1 1988/89]

- MS  
2009/A/2/4      **TURC Income & Expenditure Ledger**      1989 - 1990  
This ledger records income and expenditure for the Financial Year 1989 / 1990.
- Interleaved with this ledger are:  
Cancelled cheques,  
Handwritten budget notes,  
Handwritten and printed spreadsheets 1989 / 1990.
- MS  
2009/A/2/5      **TURC Income & Expenditure Ledger**      1990 - 1993  
This ledger records income and expenditure by month from April 1990 to March 1993. It also contains a section for outputs and inputs for 1991 / 1992 and 1992 / 1993, together with a note of items that are not included in Total Sales and Purchases.
- Interleaved with this ledger are:  
Payment details from the Workers' Educational Association 11/09/1985  
London Hospital Medical College Payment Advice 13/01/1986  
Letter from Co-operative Bank confirming 'stopped' cheque 16/04/1986  
Handwritten budget notes,  
Handwritten and printed spreadsheets  
Note about Petty Cash Income and Expenditure 1991
- MS  
2009/A/2/6      **TURC Payments Received, Petitions and Financial Appeal**      1989 - 1994  
This binder is marked 'Paid In'. The main contents are remittance advice notes from creditors, many annotated with the date paid into TURC's account. There is also a BCC Conditions of Grant Aid to TURC 1988 / 89.
- A petition urging BCC to reconsider its proposal to cut funding to TURC and YETRU is included in this file. The petition is signed by eleven members of ASLEF and is annotated as[a donation] having been paid into TURC's account. There are also a set of TURC Financial Appeal forms which show donors and donations made. These donors are mainly political party branches, trades unions and campaign groups.
- MS  
2009/A/2/7      **TURC Invoices Paid**      1991- 1993  
This binder [marked 'Paid Invoices 1992/93'] contains original invoices received by TURC between April 1992 and March 1993. These are annotated with the appropriate cheque number. Handwritten notes and copy

correspondence about cheques and payments are included, some for 1991.

MS  
2009/A/2/8      **TURC Invoices Paid**      1993 - 1994  
This binder contains original invoices received by TURC between April 1993 and March 1994. These are annotated with the appropriate cheque number. Handwritten notes and copy correspondence about cheques and payments are included.

MS  
2009/A/2/9      **TURC Group of Companies: Bank Statements & Invoices Paid**      1993 - 1994  
MS 2009/A/2/9 TURC Group of Companies; Bank Statements and Invoices Paid [1993 – 1994]  
This binder is divided into sections, containing bank statements for the following accounts:  
TURC Standard Account,  
TURC Deposit Account,  
TURC Bonus Account,  
TURC Donations Standard Account,  
TURC Print Standard Account,  
YETRU Standard Account,  
YETRU Money Account,  
TURC Publishing Cheque and Income Account.  
  
Some invoices for goods and services are also included.

**MS 2009/A/3. TURC Subject and Correspondence Files. 1983 - 1994.**

Subject files tend to be specific in their subject matter and are primarily concerned with operational aspects of the Centre. Correspondence files tend to be much more diverse in their content, and also provide a glimpse of TURC's campaigning role. Collectively, these files provide an insight to the operations and campaigning activities of TURC and issues affecting the Centre. The network of contacts within the labour movement locally, nationally and internationally can also be discerned from these records

Correspondence files are generally organized by date order, resulting in a range of subjects being kept together. The files should be viewed as a series, as correspondence is generally divided between incoming and outgoing letters [although occasionally copy correspondence and replies will be filed together

MS  
2009/A/3/1

**Centre Opening**

1983

This file is concerned with the preparations for the Official Opening at the Victoria Works, 7 Frederick Street which was held on 16th March 1983. Councillor Geoff Edge, Chairman of the WMCC's Economic Development Committee and Councillor Gordon Morgan [Leader of the Labour Group on WMCC] officiated and a display of TURC's work over the preceding few months was provided. [TURC commenced operations in 1982, initially at 73/5 Pershore Street and then at the Gough Street premises of UCATT.]

Taken as a whole, this file provides evidence of the people and organisations that were regarded as important to TURC in its formative period. Invited guests were primarily drawn from local campaign groups and trades union branches and guest lists are included. The file also contains a sample invitation letter from BTUC on behalf of TURC, as well as replies confirming attendance or submitting apologies. [Some of these replies were in the form of telephone message notes.] Some correspondence between the TURC co-ordinator and BTUC about the arrangements are also included.

A sample leaflet about TURC services is included, as are two types of TURC advertising postcards. These were intended to be posted to contacts and the first is a notice about relocation to Frederick St [with some details printed in red]. The second is an invitation to the Official Opening itself. Both examples are printed with the TURC logo [in colour] on the 'picture' side. This was a product of the TURC Design Project, Lanchester Polytechnic [Coventry]. Both types were published by TURC.

A number of letters of thanks are contained in this file, including some from officers of UCATT, for gifts presented to

them at the official opening in recognition of support and accommodation provided to TURC.

Four black and white photographs taken at the reception after the Official Opening are included. These were not initially annotated, but partial identification has been made by the cataloguer and the photographed labelled accordingly.

### **Cataloguer's Note**

Two examples of each unused sample item have been retained in this file, together with all annotated examples. All other unused duplicates have been weeded and disposed of in accordance with the wishes of the depositor

MS  
2009/A/3/2

### **TURC Development Plan for 1991 - 1993**

1991

This emanated from the employees of TURC and identified existing 'products' that TURC offered, as well as potential new products. The Development Plan adapted contemporary marketing terminology to TURC's particular situation. This contrasts with the more formal approach of the subsequent Application for Funding [Ms 2009/A/3/3] and other communications with BCC, BTUC etc. The Plan reveals imaginative thinking about TURC with optimism for the future and a bound copy was submitted to BCC as part of the funding application process. This generated queries from the City Council's Economic Development Department [see MS 2009/A/3/3] and a warning that more realism about the level of grant on offer to TURC was required.

This copy of the Development Plan runs to 28 pages and does not appear to be complete. Sections listed are:

Executive Summary

1. History [Not Included]
2. Strategic Objectives
3. Policy statements:
  - 3.1 Equal Opportunities
  - 3.2 Staff
  - 3.3 Quality
  - 3.4 Capital Equipment
  - 3.5 Premises
4. Markets and Products
5. Review of Operations 1990 - 1991
6. Development Strategies
  - 6.1 Organisation
  - 6.2 Marketing
  - 6.3 Training
  - 6.4 Products
7. Financial Projections [Not Included]
8. Implementation [Not Included]

- MS  
2009/A/3/3
- TURC Service Level Agreements** 1990-1991
- Service Level Agreements [SLAs] were progressively introduced by BCC during the 1990s. Originating in the Social Services environment, they required recipients of grants to specify the type and quality of service that would be provided in return for funding. For voluntary and community based organisations, SLAs replaced (but incorporated) the grants with associated conditions previously used.
- The key record in this file is a letter to the TURC co-ordinator from BCC Economic Development Department [dated 15/05/1991] concerning the need to agree an SLA to release funding. Attached is a list of observations and questions on the Development Plan [MS 2009/A/3/2] and other information previously submitted by TURC. An outline of the structure and scope of SLAs is also included.
- Also within this file are photocopies of reports produced by BCC EDD. The 'Economic Development Committee Strategy' [dated 19/12/1990] and 'Voluntary Organisations' [21/12/1990] appear to have been used for reference by TURC in preparing documentation for submission to the City Council. Also included is a chart entitled 'Business Investment and Enterprise: Business Support' [nd]. This shows projects supported [including TURC] with 1990/1991 [budget] and 1991/1992 [Estimate].
- The final set of papers in this file relates to concerns regarding SLAs of voluntary organisations within Birmingham. A list of groups invited to a meeting about the subject together with notes of the meeting held on 05/06/1991. Also attached is a list of relevant publications.
- MS  
2009/A/3/4
- TURC Application for Funds from BCC for 1991/1992** 1991
- This is a detailed application for funds made to the Economic Development Committee of Birmingham City Council for Financial Year 1991 / 1992. It followed a formula favoured by the City Council and reflected a need to demonstrate that TURC matched the funding criteria set by BCC and imposed by Local Government legislation.
- This application provides a good overview of the services provided and activities undertaken by TURC, as well as the financial and operational pressures faced at that time. It should be borne in mind however that this application had a specific purpose in attracting funding and therefore places emphasis on certain aspects of the Centre's activities that



were deemed likely to find favour with the funders. The role of BCC representatives on the TURC Management Committee should also be considered, as advice on what was likely to be approved or disallowed was provided before formal applications were submitted. This application should therefore be read in conjunction with the Management Committee minutes and associated papers and the correspondence files for this period, to place it in context.

The application runs to 49 pages and consists of the following sections: Environment p.1 – 3  
Responsibility for managing the Funding p.4  
Target Client Group p.4  
Purpose and Objectives of TURC p.5  
Purpose of Funding p.6  
Bargaining Information p.7 - 8  
Promoting Equality p.9 - 10  
Communications p.11 – 12  
Trade Union Information p.13 – 14  
Dispute Support p.15 – 16  
Promoting TURC p.17 – 18  
TURC's relevance to BCC & Individual Committee Strategic Objectives p.19  
Service Criteria p.20 – 21  
Catchment Area p.22  
Specification [of funding bid] p.23 – 24  
Procedure for Dealing with Complaints p.25  
Quality Assurance p.25 Health and Safety p.25  
Equal Opportunities p.26  
Insurance Cover p.26  
Monitoring [including time sheets] p.26 – 27  
Current Centre Operations p.28 - 34  
Table A: Current Centre Operations Costs p.28  
Table 1: Bargaining Information p.29  
Table 2: Promoting Equality p.30  
Table 3: Trade Union Information p.31  
Table 4: Communications p.32  
Table 5: Promoting TURC p.33  
Table 6: Overall Activities p.34  
Proposed Reduction in TURC 1991/1992 Revenue Grant p.35 – 41  
Table B: [staff, overhead, resource and total costs] p.35  
Table 7 Bargaining Information p.36  
Table 8 Promoting Equality p.37  
Table 9 Trade Union Information p.38  
Table 10 Communications p.39  
Table 11 Promoting TURC p.40  
Table 12 Overall Activities p.41  
Financial Implications p.42  
TURC Income for the Financial Year 1991 / 1992 p.43

Appendix 1: Relocation Costs for TURC p.44  
 Appendix 1a: Relocation Costs for TURC Print p.45  
 Appendix 1b: Relocation costs for TURC Video p.46  
 Appendix 2: Restructuring p.47  
 Appendix 3: Costs of Supporting Print and Video p.48  
 Appendix 4: Extraordinary Item [Redundancy Provision] p.49

MS  
 2009/A/3/5

### **TURC Incoming Correspondence**

1985 - 1986

This file illustrates the nature of TURC's involvement with the labour movement and other information and education providers. It also indicates the international aspects of this involvement. In addition, staff tensions within TURC are discussed. The file also contains correspondence to one of the TURC researchers, in his private capacity as representative of the National Union of Journalists [NUJ] and member of the Management Committee of the Handsworth Law Centre.

Brief notes of the contents are provided, to indicate their scope.

**Bandung Productions** re: Thanks for assistance & note of 'The Politics of Information' WEA course 28/10/1985

**Ealing College of Higher Education** re Information on Privatisation of Public Sector Catering 28/10/1985

**Anti-Apartheid Movement** re Information for TURC 28/10/1985

**Public Service Unions Liaison Committee** re Special Meeting on privatisation of public services 1985

**Birmingham Industrial Language Training Services** re Thanks for assistance to Shop Stewards Course & leaflet for 'Language and Communication Skills for Asian Shop Stewards' 15/02/1985

**University of Aston, Technology Policy Unit** re 28/08/1985 Conference 'Organising in the High Tech. Sectors' 28/08/1985

**Letter** re Notes for staff nd

**SEAD – Scottish Education & Action for Development** re 22/05/1985 Letter from TURC requesting video on Women in the Microelectronics Industry

**West Midlands Low Pay Unit** re 03/10/1985 Save the Wages Council campaign / Wage Councils Fair

**University of Warwick, Library** re 19/06/1985 TURC Publishing / Writing Project

**CTUC - Commonwealth Trade Union Council** re 15/11/1985 Development Education Resources  
 University of Warwick Department of Sociology notices re 1985 [?] Comparative Labour Studies M.A. & Diploma  
 The Sociology of Labour M.A. & Diploma  
 Collective Design / Projects Invitation to book launch of

MS  
2009/A/3/5  
[continued]

22/11/1985 'Very Nice Work If You Can Get It The socially Useful Production Debate'  
**Stoke on Trent District Labour Party** invitation to meeting to 26/11/1985 Allay fears of proposed Stoke Campaign & Resource Unit  
**Birmingham Council, City Treasurer's Department** confirming 13/11/1985 Receipt of TURC's grant application for 1986/87  
**Leeds City Council**, Industry & Employment Development Cttee November 1985  
Thanks for speaking at Trades Union Action Conference GMB General, Municipal, Boilermakers & Allied Trades Union 02/12/1985 'Stress at Work' TURC / WEA Day School  
**Birmingham Council, Planning Department** re 15/08/1985 City Economic Strategy, TURC Research Network  
**Birmingham Polytechnic, Department of Art** re 19/06/1985 Suggested Project on Trades Unions affected by Changes in shiftwork & Technology  
**University of Warwick, Centre for Research in Ethnic Relations** 16/09/1985 TURC research profile  
**CAITS Centre for Alternative Industrial & Technological Systems** 11/09/1985 JFCC - Joint Forum of Combine Committees  
**University of Warwick, Centre for Research in Ethnic Relations** 11/12/1985 Joint TURC / CRER Publication of 'Unequal Comrades'  
**Central Television** Documentary Department Agreement for: nd TURC newspaper cuttings service & research consultancy  
**NALGO [GUARD – Joint Union Committee in the Gas Industry]** 17/12/1985 Campaign against the Privatisation of British Gas  
**TURC / LGIU [Local Government Information Unit]** re:10/01/1986 Note & annotated draft of 'Value for Money' pamphlet  
**Commission for Racial Equality**, Employment Officer re: 06/01/1986 Request for information on the Electronics Industry  
**CTUC – Commonwealth Trade Union Council** re:14/01/1986 International Trade Union Education Issues, Meeting  
**HASAC** – Health & Safety Advice Centre re:15/01/1986 Management Committee Membership List (includes R Kline)  
**NUPE** – National Union of Public Employees re: 16/01/1986 Briefing Note on Birmingham Rates  
**Handsworth Law Centre Staff Union Group** re: 16/01/1986 Letter to members re: delay in appointing Housing Worker  
**[NUJ] member** to Roger Kline [NUJ] Branch Secretary re: nd

MS  
2009/A/3/5  
[continued]

Suggested improvements to conduct of Branch meetings  
**BBC Television Community Programme Unit** re: January 1986 Notice of Open Space Programmes & Book List  
**Birmingham Industrial Language Training Services** re: 17/01/1986 Course participants on 'Language & Communication Skills for Asian Shop Stewards'  
**Birmingham Council**, City Treasurer's Department re: 14/01/1986 Invitation to Council Trades Unions to a meeting with the Leader of the Council re: City Expenditure proposal 1986/7  
**HASAC** – Health & Safety Advice Centre Seminar notes: 22/01/1986 [?] HASAC relationship with BRUSH [Birmingham Hazards Group] explored  
**West Midlands Low Pay Unit** re: 21/01/1986 Casual Employment / Temporary Contracts  
**CTUC** re: 23/01/1986 Minutes of International Trade Union Education Meeting 12/12/1986 [includes notes on organisations & resources]  
**West Midlands County Council**, Equal Opportunities Committee 22/01/1986 Note on Contract Compliance Seminar  
**Joint Forum of Shop Stewards Committees** (formerly JFCC) re: 20/01/1986 Agenda for meeting on 27/01/1986 Key Points of autumn 1985 Meeting 'Flexibility – Who's Pushing it and Why?' About the Forum – a brief outline, including change of name from JFCC – Joint Forum of Combine Committees  
**YTS Research Project** Worker's Letter to Management Cttee re: 29/01/1986 Difficulties in getting YTS Project work prioritised by TURC Publishing, allegations of mental harassment against Colleague & a culture of patriarchy & gender oppression within TURC, YTS Research Projects and Management Committees  
**Tyneside & District Anti-Fascist Association** re: 06/02/1986 Request for Reference for applicant for Organiser Post  
**NUPE** National Union of Public Employees re: 31/01/1986 Briefing Note on Birmingham Rates  
**TURC Print** Invoice to TURC Research re: A4 leaflets 30/01/1986  
**Coventry Workshop** Funding Application to WMCC re: nd West Midlands Information Technology Campaign Co-ordinated jointly between Coventry Workshop & TURC]  
**BFVW – Birmingham Film & Video Workshop Ltd** re: 18/12/1985 Discussions about relating to specific audiences  
**TURC Research** Proposal to buy binding machine for TURC Print nd  
**University of Birmingham**, Social Administration Department re: 11/02/1986 Student Placement  
**Westhill College** re: Trades Union Research & Resource

MS  
2009/A/3/5  
[continued]

Register 16/02/1986

**BEG – Birmingham Employment Group**, Steering Group

re: 20/02/1986 Consultation: “Long-term Unemployment means Long-term Suffering ... unless?”

**NUPE** re:19/02/1986 Central Birmingham Health Authority – Propaganda

**NALGO**, Lothian Regional Council Branch re: 17/02/1986

Apology for not providing requested information

West Midlands County Council, Economic Development Unit

re: 17/02/1986 Invitation to Unit’s last social gathering

[before abolition]

**West Midlands County Council**, Economic Development

Unit re: 1986 Monthly Unemployment Briefing Note, Reader

Survey

**Central Independent Television** re: 28/01/1986

Acknowledgement of receipt of TURC letter & proposal

**ASTMS** – Association of Scientific, Technical & Managerial

Staffs 06/02/1986 Letter to Handsworth Law Centre

Management Committee Members concerning industrial relations matter

**NUPE** re: 06/02/1986 Copy Letter from Central Birmingham

Health Authority re: Home Counties Cleaning Services, and

Birmingham Post Article (05/02/1986) “NHS Contract firm in accounts probe”

**Coventry Workshop** re: VDUs [Visual Display Units?] Day

School 06/02/1986

**TURC staff** re: Christmas Party Food Requirements nd

**West Midlands Campaign against Social Security Cuts**

re: 1985 [?] Note for December General Meeting, “Claimants

Fightback” of Norman Fowler’s M.P. Surgery, West Midlands

Women against Social Security Cuts, TUC Week of Action

**TUC Education Advisory Committee for the Midland**

**Region** re: 30/10/1985 Campaign Workshop – Fowler Social

Security Review

**TURC Video**, Report Update, Productions 19/11/1985

**CAITS** Centre for Alternative Industrial & Technological

Systems 17/01/1984 Economic Audit: Closure of Ford

Foundry at Dagenham

**TIE – Transnational Information Exchange**, Info Tech

Group re nd Draft “Telecoms – an International Labour

Programme”

**CAITS** re: Joint Forum of Shop Stewards Committees nd

**TURC** Volunteers Meeting Agenda & minutes 20/11/1985

**TURC** Agenda for Staff Committee meeting for 27/11/1985

**TUC Circular no. 54** (1985/86) re: 05/11/1985 Trade Union

Resources Trust appeal for the trade union Movement to

provide an alternative source of funds for Trade union

resource centres threatened with loss of Funding and TUC

opposition to such resource centres

**Trade Union and Employment Related Resource**

MS  
2009/A/3/5  
[continued]

**Centres** re: nd 'Trade Union Resources Ltd' Working Party  
**Hall Green College**, Trades Union Studies Department re:  
1985 [?] Agreement with TURC for visits to Centre  
**FTAT – Furniture, Timber and Allied Trades Union** re: nd  
Leaflet on “Silentnight” Dispute Silentnight Strike Fund c/o  
**TURC** Leaflet & Collection sheet nd  
**CTUC** re: 14/01/1986 International Trade Union Education  
Issues, Meeting  
**Coventry Workshop** re: Account for I.T. Campaign  
14/02/1986  
**NCU** – National Communications Union re:18/12/1985 'The  
Broad Strategy' Discussion on audio/visual aids  
**Rádets Directiv** af 14. Februar 1977 [Danish Language –  
not translated]  
**International Trade Union Education Group** Minutes  
13/02/1986  
**University of Birmingham**, Institute of Local Government  
Studies 20/02/1986 Local Government & the Challenge of  
the Motor Industry  
**University of Aston**, Technology Policy Unit re: 27/02/1986  
Conference Announcement: 'Reshaping Technology and  
Jobs: a trade union strategy for Influencing technology &  
work organisation?'  
**CSE** New Working Group on Public Services, advance  
notice 1986  
**West Midlands County Council**, Economic Development  
Unit 27/02/1986 Notice about last Unemployment Briefing  
Note  
**University of Warwick**, Research & Innovations Fund re:  
20/02/1986 Award to Researcher from Department of  
Sociology for 'A Sociological Study of Workplace Trades  
Unionism in the West Midlands'  
**NUPE** Copy letter re: NHS Privatisation 05.02/1986  
**Central Birmingham D.H.A** - Home Counties Cleaning  
Group's withdrawal from Women's Hospital contract.  
Includes correspondence with a former prospective  
employee  
**United States of America** Researcher re: 30/09/1985  
Assistance in contacting U.K. T.V. reporter to produce  
Programme on chemically disabled workers [mainly women]  
in electronics industry.  
**WEA** Workers' Educational Association re 26/02/1986 Note  
of Staff Meeting 'the Current Structure of Evaluation'  
**YTS Research Project**, Record of Staff Meeting 08/11/1985  
**YTS Research Project** Worker's Report to Staff Meeting  
and 18/12/1985 Management Committee re: fundamental  
tensions and long-standing grievances within YTS Research  
Project  
**Commission for Racial Equality** re:06/01/1986 Information  
on Electronics Industry

MS  
2009/A/3/5  
[continued]

**West Midlands County Council**, Economic Development  
Unit 11/03/1986 West Midlands Food Industries Conference,  
Thanks for assistance,  
**Television History Workshop Ltd** re: 1986 "Who Needs  
Women Drivers?" Thanks for assistance  
**Birmingham Polytechnic**, Department of Mechanical and  
Production Engineering re:18/03/1986 SERC's West  
Midlands Advanced Manufacturing Technology (AMT)  
Survey Conference, Invitation  
Women's Studies Conference Programme Details nd  
**TURC Research**, copy reference for former student  
placement 02/04/1986  
**Birmingham City Council**, Social Services Department re:  
26/03/1986 Request for reference for TURC student  
placement  
**HASAC** Management Committee Minutes 06/03/1986  
**Trinity College, Dublin** – Department of Psychology re:  
28/02/1986 Note regarding information provided  
**Northern College, Barnsley** re:1986 'Trade Union  
Education in the 1980s & 1990s' Conference notification  
**West Midlands County Council**, Economic Development  
Unit 26/03/1986 Agreement to part fund publication of  
findings of 'Private Care Sector Research Study'  
**RAP Ltd** re: quote for printing booklet 20/03/1986  
West Midlands Campaign against Social Security Cuts  
Newssheet 1986 [?]  
**University of Birmingham**, Centre for Urban and Regional  
Studies & Institute of Local Government Studies re:  
08/04/1986 Local Government & the Challenge of the Motor  
Industry  
**Birmingham Polytechnic**, Department of Mechanical and  
Production Engineering re: 04/04/1986 SERC's West  
Midlands Advanced Manufacturing Technology (AMT)  
Survey Conference, Thanks  
**West Midlands County Council**, Economic Development  
Unit 25/03/1986 'Technological Change and Women's  
Employment', Final payment for research  
**Aston University** re:14/04/1986 Labour Process  
Conference Papers related book list  
**CLES – Centre for Local Economic Strategies** re:  
26/02/1986 'Promoting Innovation in the Local Economy'  
seminar  
**CLES**, re: Promoting Innovation in the Local Economy  
10/04/1986  
**CLES**, re: Promoting Innovation in the Local Economy  
21/04/1986  
**THATT – Tower Hamlets Advanced Technology Training**  
re: 10/01/1986 Invitation to visit THATT & list of publications  
on New Technology and the labour movement / women  
**HASAC** Management Committee re: Minutes 10/04/1986

MS  
2009/A/3/5  
[continued]

Income & Expenditure 01/01 – 31/03/1986  
**Northern College, Barnsley** re: 30/05/1986 'Trade Union Education in the 1980s & 1990s' Thanks  
**University of Birmingham**, Contemporary Cultural Studies re: 25/04/1986 Student placements  
**University of Liverpool**, Public Administration Studies re: 01/04/1986 Researcher's personal support for Roger Kline's letter to The Guardian on 18/04/1986  
**CAITS** Publication Notice re: 10/04/1986 'Developing the Socially Useful Economy'  
**CAITS** Information Sheet nd  
**Westhill College** re: Practical Work Assessment Reports May 1986  
**PAAC – Peoples Asbestos Action Campaign** re: 1986 Lobby of MPs 21/05/1986  
**HASAC** re: Lobby of Parliament on 21/05/1986 09/05/1986  
**Midwest Center for Labor Research** re: 24/03/1986 Request to visit TURC, with brochure & profile for Center  
**Hall Green Technical College**, Trades Union Studies Section re nd Assertiveness Courses, Leaflet  
**Arbeiders Gemeenschap der Woodbrookers Bentveld** 07/03/1986 [a Netherlands educational institute] re: Study tour for officials of the FNV [Dutch Federation of Trade Unions]. Programme was included  
**Gwent College of Higher Education** re: 13/05/1986 Thanks for help & thoughts of establishing Welsh TURC  
**CSE** Conference 'New Perspectives for Socialism', Leaflet nd  
**NUPE** re: 19/05/1986 Invitation to join discussions with [West Midlands] Low Pay Unit, about production of pamphlets & projects etc  
**Contents pages** [unidentified U.S. Publication]:nd  
1 not available  
2 The Crisis in Steel: Jobs, Profits, Communities  
3 Fighting Rust: Labor-Community Struggles in Smokestack America  
4 Up Against the Gloom and Doom! Aggressive Unionism at Eastern Airlines  
5 Fighting Shutdowns 6 Table of Contents  
7 Table of Contents  
8 Table of Contents  
**NCU – National Communications Union** re: 15/05/1986 Postal Engineers' dispute and TURC offer of help  
**Granada Television** re:15/05/1986 Thanks for TURC help with World in Action programme  
Letter from **Student Placement** re: SMBC – Solihull Metropolitan Borough Council 28/05/1986 [?]  
**NUPE** re: ASC Pay Project / Future Co-operation, note of meeting 28/05/1986  
**BTUC** Secretary re: nd TURC request for list of local trade



MS  
2009/A/3/5  
[continued]

union activists

**ASTMS**, Birmingham Education Committee No.3

26/05/1986 Proposed Day School on Media & Promotional issues

**TUC Education Service** re: Thanks for receiving CTUC visitors 16/06/1986 T & GWU Conference / Rally in Birmingham on 22/06/1986 1986 "British Motor Industry: Which Way forward?"

A **Y.T.S.** Strategy Group for Birmingham nd

**Richard Booth, King of Hay** re: nd "Is Arthur Scargill more Important than the Royal Family?" Signed Copy of Booklet (Photocopy)

**Student's** offer of help at TURC in summer vacation nd

**HASAC**, agenda for Management Committee meeting for 12/06 06/06/1986

**TURN** [Trade Union Research Network] re nd Synopsis Sheet for proposed work: 'The Impact of the Board & Lodging Regulations in Birmingham' provisional title by Mandy Parrish Sources of funding – Research Department / Library nd

**TURC Finance & Policy Approval Form** re: 06/06/1986 Proposed report on board & lodgings in Birmingham

**CTUC** re: 04/06/1986 Thanks to TURC for assistance from ZCTU: Zambian Congress of Trade Unions & Zimbabwe Congress of Trade Unions, Proposed visit from International Women's Activists, Request for pamphlet "Pulling out"

**Key Books** re: Invitation to book launch on 13/06/1986 05/06/1986 'Trade Unions – the New Reality' by Peter Carter

**Councillor Najma Hazeez** re:10/06/1986 Agreement in principle to a meeting with TURC staff member [purpose unspecified]

Letter from **Richard Trengrase** to TURC Print re: 09/06/1986 Payment plan from his personal funds to cover print costs Incurred for the National Labour Movement Sub committee On C.P. [unspecified] & originally to be paid for by the GLC [Greater London Council] before its abolition

**NALGO** re:04/09/1985 Research for South African Solidarity, request for Information on organisation

**NALGO** re:18/12/1985 'It's Your Cause Too!' TURC publication on Anti deportation campaigns, and lack of acknowledgement of NALGO's contribution.

**SOGAT** – Society of Graphical & Allied Trades re: 30/01/1986 Thanks for TURC offer of support

**NALGO** re: information for Anti apartheid campaign 10/03/1986

**NALGO** re: The South African Connection publication 01/05/1986

**Shelter** – National Campaign for the Homeless re: 09/06/1986 Apology for lack of suitable information [not specified]

MS  
2009/A/3/5  
[continued]

**UWIST** – University of Wales Institute of Science & Technology and Employment Research Unit – Leaflet 'Labour Market Responses to Industrial Restructuring and Technological Change' Conference Leaflet

**Aston University**, Women and Work Programme: re: May 1986 Request for TURC to display course details

**Handsworth Law Centre**, Management Committee Minutes re: 19/05/1986 Includes notes on Centre's Draft Constitution Handsworth Law Centre, notice of next Committee meeting 24/06/1986

**Central Independent Television** re: 06/03/1986 Request for meeting to discuss proposed investigative Documentary-making

**Researcher from Dublin** re: 11/01/1985 Information, particularly on transnational corporations

**Researcher from Kidderminster** re: previous request for information on Victoria Carpets 09/01/1985

**Researcher from Egham** re: Request for "Dudley Council Ltd" booklet 19/01/1985

**Researcher from London** re: details on Consultants & Privatisation 02/02/1985

**Iron & Steel Trades Confederation**, Elmdon Stainless Branch re: 19/11/1984 Previous request for information on Stainless Steel Sales & Developments, Simpons Stainless Ltd

**Beverley Nolan**, Birmingham re: previous correspondence 17/06/1986

**Researcher** re: October 1986 Thomas William Lench Ltd, phasing out of cash wages

**P. Griffiths**, Wellington, New Zealand re: 19/01/1985 Thanks for TURC assistance

**Student** re: SMBS (Solihull Council) 17/06/1986

**Aston University / UMIST** re: 1986? Comments to assist the development of a new Journal for those critical of conventional management theories

**UMIST** – University of Manchester Institute of Science and Technology re: 06/06/1986 Advance notice of Labour Process Conference 1987

**Labour Research Department** re: 08/07/1986 Health and Safety Researcher, job description

**West Midland Campaign against Security Cuts** re: nd Invitation to next meeting, agenda & news items

**BEG – Birmingham Employment Group** letter & news update 1986?

**Handsworth Law Centre**, Note & agenda for next meeting: 15/07/1986 Issues re: Centre's constitution are examined

**WEA** Northern District re: 08/04/1986 Study Visit to the Ruhr area of Germany

**Kate Chevalier**, Telford re: [TURN?] Women's Issues in China nd

MS  
2009/A/3/5  
[continued]

**Researcher from Dunedin**, New Zealand (Commonwealth Relations Trust visitor to U.K.) re: 21/04/1986 Request for assistance with study trip

**TUC Education Service** re: 11/08/1985 Possible use of 'The Apartheid Connection' in TUC's South Africa campaign, in light of policy problems of TUC Dealing with TURC

**ASTMS** concern with South Africa: 06/08/1986 'Fighting Apartheid – the Practical Approach' conference Union circular concerning company links with South Africa

**T & GWU** 5/636A Branch re:11/08/1986 Midland Electrical Manufacturing Co., incentive scheme

**GMB** re: "Setting up a Workers' Co-operative" 01/08/1986

**CARF** – Campaign against Racism and Fascism, Birmingham: 12/07/1986 Request for TURC Newspaper cuttings service to assist CARF's monitoring of racist and fascist activities

**Birmingham Industrial Language Training Services** re: nd Open Letter to trades unionists about cancellation of Scheduled Equal Opportunities Training day, due to Poor response from trade unionists

**NALGO** Research re: Erratum for Pay Round up July 1986

**Regional Studies Association**, West Midlands Branch re: 01/08/1986 Notice of A.G.M. & presentation on 02/10/1986: 'Technology Transfer & Local Industrial Strategy'

**Tyseley Training & Community Resource Centre** re 01/08/1986 Request for company information on: Sanders Brothers, Modi-Wear Ltd, Haq Brothers, Thornburg Weatherware

**Central Independent Television** re: 03/09/1986 Agreement for TURC to provide services

**TURN** Editorial Committee member re: 02/09/1986 Apology for non attendance

**TASS** re: query of authorisation for work invoiced by TURC Print 10/09/1986

**Community Networks** re: 1986, Skills Exchange Programme, Forthcoming Courses Information from the [Birmingham] City Council

**BTUC** re: Health & Social Services Sub Committee meeting 12/11/1986

**West Midlands Enterprise Board Ltd** re: 13/11/1986 Note about West Midlands Briefing

**Coventry Workshop** re: Appeal for funds to fend off closure October 1986

**Handsworth Technical College**, Pre-enterprise Course re:16/10/1986 Request for assistance with proposed course for unemployed adults from the Vietnamese community

**CTUC** re: South Africa literature & suggested Hong Kong project 25/06/1986

**Birmingham City Council**, Social Services Department re: 02/09/1986 Request for employment reference from Roger

MS  
2009/A/3/5  
[continued]

Kline

**Westhill College**, Youth & Community Work Department re:  
28/10/1986 Notice of & programme for Supervisors' Meeting

**Inquest**, United Campaigns for Justice re: 10/11/1986 Notice  
of altered date for A.G.M.

**University of Warwick**, Department of Sociology re:  
27/10/1986 'From Productivity Deals to Flexibility at Work'  
Invitation to conference

**BEG** re: Community Enterprise Consultation, invitation  
26/01/1987

**BBC** Television, Community Programme Unit re: January  
1987 'Splitscreen', 2nd Series; summary of programmes  
Sex Education, Arts Subsidies, Mersey Barrage [proposed tidal  
power generator], Third World Aid 'Network', note on an  
alternative form of Access T.V., Community Programme  
Unitt Publications, list

**NUPE** re: March & Rally against the cuts, Notice 31/10/1986

MS  
2009/A/3/6

**TURC Incoming Correspondence**

1986 - 1988

A variety of issues are covered in this file, the contents of which are primarily directed to the Centre's researchers. Campaigning for equality of rights features strongly and TURC's international status is indicated. Brief details are provided, to indicate the nature of the contents.

**AUT – Association of University Teachers**, Convenor of National Women's Committee re Training for women trades unionists in universities 13/08/1986

**West Birmingham Health Authority**, Health Promotion Officer re: Women's Health Fair & Women's Health Week 20/09/1986

**Job Change Project**, Project Director re Invitation to Open Day at Birmingham Settlement 27/10/1986

**NUPE – National Union of Public Employees**, Area Officer re: Request for Company Breakdowns on Landscape Gardening Contractors competing for Local Authority tendering exercises 14/11/1986

**ASTMS**, Birmingham Branch Secretary re: Publicity Day School planned for Branch by TURC nd

**Birmingham City Council**, Economic Development Unit re Copy Report of Assistant Chief Executive (Community Affairs) to The Joint Promotions Sub-Committee 'Retail Markets Promotion' 14/01/1987

**One World Desk**, Carrs Lane Church Centre Newsletter & enclosures re: Newsletter: Peace & Disarmament, World Development, Interfaith, Central America, South Africa, Other: International Evening, Stop Sizewell B Enclosures: Central America Week '87, Don't Buy South African Goods January 1987

**Regional Studies Association**, West Midlands Branch re: Notification of next meeting: 'Energy Futures & Strategic Planning: the Case for Coal' 10/01/1987

West Midlands Enterprise Board Ltd, Director re: Seminar 'What Future for the West Midlands Economy?' January 1987

**London Strategic Policy Unit**, Economic Policy Group re: Seminar 'Compulsory Tendering on the Provision of Refuse Collection & Street Cleaning Services' 12/01/1987

**Birmingham Settlement**, Future Studies Conference Manager re: 'Can Birmingham Grow Again? The Economic Future of a Provincial Industrial City in International Comparison' 09/01/1987

**Channel 4** Independent Film & Video Department re: Birmingham Film & Video Workshop nd

**BTUC**, Secretary re: Voluntary Sector Code of Practice to

MS  
2009/A/3/6  
[continued]

be produced by TURC? 08/12/1986

**Brent LERU** [Local Economy Resource unit Ltd] re Request for Company Breakdown on Task Undertaking 15/12/1986

**Women's Directory** re: Information on West Midlands Women & Technology Group 18/12/1986

**University of Warwick**, Institute for Employment Research re: Payment for publications; 'They must think we're stupid' & 'Whose Value? Whose Money?' 18/12/1986

**West Midlands Enterprise Board Ltd**, Chairman enclosing: 'Enterprise' Issue No. 5, December 1986

**University of Edinburgh**, Research Centre for Social Sciences re: Women & New Technology Agreements 15/12/1986

**University of Birmingham** Guild of Students re: Request for assistance with Training Conference for campaigners 07/01/1987

**NUPE**, West Midlands Divisional Officer re Company Information on tenderers for local authority services 05/01/1987

**UWIST**, Cardiff Business School re: Conference 'The Japanization of British Industry' 23/10 1987

**Greenwich [London Borough]** re: Workshop 'Compulsory Tendering in Local Government' January 1987

**Student** re: Solihull Project & offer of help to TURC 11/02/1987

**BTUC**, Secretary re: Vacancy – TURC Worker to act as Co-ordinator 18/02/1987

**NALGO**, Research officer re: Women & Technology 28/01/1987

**BTUC**, Paul Mackney re: Manoeuvrings within AMB [Area Manpower Board] against Paul's stance on confidential statistics on Racism on YTS schemes 21/02/1987

**Concerned Local Authority Auditor** re: Praise for TURC Publication 'Whose Value? Whose Money?' & concern about Value for Money audits 18/02/86

**Letter about Shop Stewards' visit to TURC** re: Company Information for Stirling Metals & A.L. Dunn Pension Schemes 22/02/[1987?]

**Norman Tebbit**, Chairman of the Conservative Party re: Copy Circular letter to Paul Mackney seeking help for the Party February 1987

**CRIS** Coventry Resource & information Service re: CRIS activities & suggestions for closer liaison with TURC 12/01/1987

**University of Birmingham**, Centre for Contemporary Cultural Studies re: Student placements with TURC 24/02/1987

**Letter** re: co-ordinator's Post 26/02/1987

**UMIST / Aston Conference**: 'Organisation & Control of the Labour Process' 22–24/04/1986

MS  
2009/A/3/6  
[continued]

**Changing Points** re 'Your Redundancy – Coventry' draft form 21/01/1987

**University of Warwick** re: Proposal for research involving TURC submitted to ESRC 11/03/1987

**Labour Research Department** re: Sample LRD Contract of Employment nd

**Chelmsley Wood Centre for the Unemployed** re: Request for information on self employment in Birmingham area 12/12/1986

**Community Networks Skills Exchange Programme 05 - 07/1987** - includes Network 33 [March], 'Funding for Organisations in the Voluntary Sector' [April], 'Setting up a Library' [May]

**SURE** – Shape [Housing Association] Urban Renewal Enterprises: City Centre Offices for Voluntary Groups, Community Networks Computer Survey

**Arts International**: Old Handsworth Baths Resource Unit re Advertisement for Co-ordinator nd

**Birmingham Voluntary Service Council** Information Sheets nd

**Christine Crawley**, Member of European Parliament for Birmingham East: Danger of V.A.T. being imposed on Printed Material 27/03/1987

**Women's Enterprise Development Agency** re: Invitation to attend Launch of the Agency 26/03/1987

**TUC**, West Midlands Regional Council re: Consultation on donations for Centres for the Unemployed 02/04/1987

**Waterford Council of Trade Unions** re: Request for information on the work of TURC 20/02/1987

**BTUC** Centre for the Unemployed Ltd re: Restart Monitoring Group 16/03/1987

**Rust & Co.**, Solicitors re Notification of change of address and invitation to opening party 1987

**A.L. Dunn Shop Stewards' Committee** re: Request for information on company & employment legislation April 1987

**ASTMS**, Birmingham Branch Secretary re: Cancellation of Publicity Day School 03/02/1987

**University of Aston**, Technology Policy Unit re: Conference 'Job & System Design as a Trade Union Strategy for New Technology?' 03/01/1986

**Letter & Personal Information Chart / Curriculum Vitae** re: Photographic worker – Free lance or full-time or part-time April 1987

**Birmingham City Council**, Women's Unit re: Women & Transport 07/04/1987

**Clerical Workers' Union [New Zealand]** re: Request to visit TURC & for advice on proposed study area [Includes a reply from TURC and a Brief History of the Clerical Workers' Union of New Zealand] 16/01/1987

**New Zealand Association of Teachers in Technical**

MS  
2009/A/3/6  
[continued]

**Institutes** re: Request for help in planning itinerary for forthcoming U.K. visit [Includes Development Policies for Association] 16/03/1987

**One World Desk**, Carrs Lane Church Centre re: Politics and Forgiveness in Birmingham 18/03/1987

**NALGO**, Research officer re: National Equal Opportunities Committee & New Technology Working Party 14/04/1987

**UWIST**, Employment Unit of the Cardiff Business School re: Leaflet for Conference 'The Japanization of British Industry' 1987

**University of Birmingham**, Centre for Contemporary Cultural Studies re: Participation in TURN (Trade Union Research Network) 30/04/1987

**Friends of the Hummingbird** re: Membership Application Form for entertainment centre nd

**Hummingbird Entertainments Ltd** re Invitation to Open Meeting concerning re-launch of Centre nd

**Hummingbird Entertainment Centre** re: Brochure for Centre nd

**Wrekin Council**, Community Services re: Second Chance Course nd

**Birmingham Co-operative Development Agency** re: Vacancy – Co-operative Development Adviser [Includes advertisement & Job Description] nd

**West Midlands Joint Planning & Transportation Data Team** re: Data provided to TURC nd

**London Strategic Policy Unit** re: Vehicle Maintenance Seminar 02/06/1987

**NUPE**, West Midlands Area Officer re: North Birmingham Health Authority, Trade Union /DHA Liaison Group 17/06/1987

**National Society of Metal Mechanics**, Senior Shop Steward re: Company information on Birmal Castings Co. Ltd 24/04/1987

**BTUC**, Secretary re: Copy Letter to Councillor Knowles, Leader of Birmingham City Council, concerning a letter from Councillor Knowles to Roger Kline [in his capacity as NUJ delegate to BTUC] 14/05/1987

**Apology** for non-attendance at 'Women & Technology' meeting 17/05/1987

**Bolsover District Youth Service** re: Request for information on TURC nd

**London History Workshop Centre** re: Support for the Workshop's Sound & Video Archive 1987

**West Midlands Enterprise Board Ltd** re: WMEB Autumn Seminar Series July 1987

**TASS**, Craft (Metal Mechanics) sector re: Thanks from the Strikers at Borderway Ltd 19/12/1986

**Sheffield City Council**, Department of Employment & Economic Development re: Sheffield Jobs Audit, report &



MS  
2009/A/3/6  
[continued]

request for advice 21/05/1987

**Request from TURC staff members** to Centre Co-ordinator re: Permission to attend a demonstration at BVH Paints in works time 22/07/1987

**TURC** Centre co-ordinator's approval for staff to attend BVH demonstration 22/07/1988

**General & Municipal Trade Union**, Land Rover re Request for information on Africar four wheel drive vehicle nd

**Iron & Steel Trades Confederation**, Brockhurst Branch re: Request for information on Firsteel 23/08/1987

**Triplex Safety Glass Ltd / Transport & General Workers Union Notice** re: Industrial Relations agreement 17/09/1987

Newspaper articles re: Triplex agreement with Transport & General re Non employment of those who previously accepted voluntary Redundancy from firm nd

Biographical Detail of nominee for election as Trade Group Representative on the G.E.C. District 5. Branch 33 Triplex Safety Glass Ltd nd

**Wolverhampton Polytechnic M.Phil research student** [via BTUC] re: Contracting out of Local Authority Refuse Collection Services 31/12/1987

Comments on the **BTR Draft** re: the 1st booklet in the UK which explains in simple terms the situation of workers in South Africa nd

**TURC** Print Copy invoice to TURC Publishing re: Health Warning Broadsheet [With note to TURC Research – For information] 24/02/1988 [Interleaved within this is a letter from Morgan Matroc Ltd to staff contradicting information purported to have been provided by TURC during industrial relations negotiations (Letter 04/03/1988)]

**Feminist Book Fortnight '88** Notification of event & order form Spring 1988

Agenda for Meeting to discuss Principles of **[TURC] Print Priority** 10/03/[1988]

**Coventry (Lanchester) Polytechnic Student** re ways of resuming involvement with the trade union movement 23/02/1988

**Enquiry about employment** within TURC [with Curriculum Vitae] 01/02/1988

**TURC** Librarian to TURC Staff re: Library Procedures concerning loan of stock 1988 [Copy Letter banning user from Library attached (17/03/1988)]

**[BTUC Executive Committee]** re: TURC Action List for workload 1988

**NALGO** Stewards on a TUC Training Course re: Report on Visit by Stewards to TURC on 15/02/1988

**Solihull College of Technology**, Trade Union Studies re: Form for Discussion Leaders Schools Course 1988

**Solihull College of Technology**, Trade Union Studies re: Form for Employment Law -2 Day Course 1988

MS  
2009/A/3/6  
[continued]

**Solihull College of Technology**, Trade Union Studies  
Notice of Social Meeting for stewards & officials and tutors  
1988

Handwritten list of companies in **Warley** nd

**Labour Journalists & Communications Group** re: Agenda  
for Launch Meeting on 23/03/1988

**Transport & General Workers Union** re: Concern over  
TURC's interest in Pilkington Glass Ltd [Formerly Triplex  
Safety Glass Ltd] & request for assurances that TURC will  
not attempt to interfere in affairs of T&GWU at this company  
23/02/1988

**Paul Foot** [Mirror Group Newspapers] re: Apology for  
omitting Rover Strike from his column 04/05/1988

**Newspaper article** re: Leap Year Proposal of marriage to a  
[Wolverhampton] Councillor nd

**Wolverhampton Polytechnic Lesbian & Gay Society** re:  
Model Resolutions for Trades Union Branches, Labour Party  
Wards etc against Clause 28 of the Local Government Bill  
20/02/[1988?]

**TURC Projects & Staff Unions** re: Minutes of meeting to  
discuss new proposals for Mgt structure 03/02/1988

**TURC Staff** re: Anti racism – Staff Discussion February  
1988

**West Midlands Regional Education Alliance** re: Video on  
City Technology Colleges 10/11/1987

**Workers' Educational Association**, Berks Buck & Oxon re  
Thanks for tour of visit & review of 'We Refuse to Starve in  
Silence; a History of the National Unemployed Workers'  
Movement 1920 – 46' by Richard Croucher 02/02/1987

**The Socialist Society** re: The Socialist Conference –  
Moving Forward in 1988 January 1988

**Midlands Arts Centre**, Youth Worker in the Arts re:  
'Celebration' of and for women 26/01/1988

**Rust McKie & Co.** Solicitors, Leaflets nd

**The Midway Center for Labor Research**, Chicago re:  
Research into Concentric companies in Illinois 29/01/1988

**The Socialist Society** re: Preliminary Notice for the  
National Green & Socialist Conference 1989[?]

**North East TUSIU – Trade Union Studies Information  
Unit** re: Proposed exchange of information & profile on  
companies likely to tender for Council contracts 18/01/1988

**Transport & General Workers' Union** re: Request for  
information on HP Food Ltd 30/11/1987

**Rugby Stage 1 Shop Stewards** [course] Thanks for visit to  
TURC 21/11/1987

**Women for Socialism**, first Mailing nd

**Socialist Conference** Affiliation Form 1988 nd

**West Midlands Enterprise Board Ltd**, note re: Economic  
Briefing 20/01/1988

**Power Loom Carpet Union** re: Information on Victoria

MS  
2009/A/3/6  
[continued]

Carpets nd

**Brintons Ltd Shop Stewards Committee** re: Information about Brintons Ltd 02/12/1987

**Helen Woodson**, prisoner of conscience in U.S.A. re: Thanks for support and concern nd

**Transport & General Workers' Union** re: Previous letter about Pilkington / Triplex enquiry 22/03/1988

**Birmingham City Council** invitation to Reception on the occasion of the City Centre Challenge Symposium on 25/03/1988

**Transport & General Workers' Union** re: Information on Tenby Electrical Accessories 03/03/1988

**AEU** re: Proposal for Campaign against the Economic League 17/02/1988

**Iron & Steel Trades Confederation** re: Request for information on companies who support the Economic League 20/02/1988

**West Midlands Community Development Group** re: Coventry Community Development Conference 1988

**TURC** response to TGWU letter of 23/02/1988 re: Pilkingtons 25/02/1988

**West Midlands Community Development Group** Leaflets nd

**Newman & Westhill Colleges**, Short Course 1988 & 1989

**Newman & Westhill Colleges**; Notice of workshop re: 'Birmingham Heartlands, a New Inner City Initiative' 1988

**Newman & Westhill Colleges**, Notice re: Diplomas in Community Education & Community Work 1988

John Bird, & John Tomlinson, [Labour] MEPs, Notice of Conference '1992 Battling for the Black Country, the New European Challenge; Facing the challenge of the Internal Market' 1988

**LHE London Health Emergency** re: Notice of a day school 'A Policy for a Health Service' nd

**Tribune**, Leaflet for Newspaper nd

**Trade Union Friends of Palestine & Palestine Trade**

**Unions Federations**: 'Milk for Children Appeal' nd

**Socialist Conference**, Notice for 'Creating a Movement for Our Times' April 1988

**Socialist Conference** 1988, booking form 1988

**Socialist Conference**, Bulletin No.1 April 1988

**The Green & Socialist Conference** 1988, Notice March 1988

**North East TUSIU** – Trade Union Studies Information Unit re Hazards 88 Campaign & Conference April 1988

**North East TUSIU** –re: Visit of Research & Information Officer to TURC April 1988

**North Staffordshire Polytechnic**, Department of Sociology re: Request for student placement at TURC 19/02/1988

**TURC Staff Meeting**, Proposals for Anti-Racist Week [Page

MS  
2009/A/3/6  
[continued]

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**TURC Staff member**, Proposal for New Mgt Cttee Structure  
15/04/1988

**YETRU** campaign & research on 'Sexual Harassment &  
Young Women' 22/04/1988

**BTUC** Arts Project, Coming Events Spring '88 - Brochure nd

**Letter** re: Socialist Conference TU Workshop 25/04/1988 [?]

**HASAC** Notice of Annual Review Meeting 21/04/1988

**Swanshurst School**, request for work experience  
placements 06/05/1988

**[Unnamed Group of activists]** Invitation to meeting 'What  
Kind of Birmingham?' 1988

**Birmingham City Council** Adult Education Co-ordinator –  
Ladywood re: Notice of Media Working Day 11/04/1988

**NADEC** – National Association of Development Education  
Centres re: NODES – Network of Development Education  
1988

**University of Cambridge**, Department of Land Economy re:  
Thanks & reference to [West Midlands?] Residuary Body  
21/04/1988

**NUJ** National union of Journalists re: The Media & the  
Trades Unions Conference 21/04/1988

**Labaz Intessindikal** {Mauritius} re: 'Free Zone Labour Law'  
a booklet by this organisation 04/04/1988

**West Midlands Enterprise Board** re: Recent Publications  
Order form [Blank] and 'Enterprise' Issue 10, March 1988

**Birmingham Disability Rights Group**, Management  
Committee re: Copy letter to Editor of Birmingham Evening  
Mail, complaining about article on Harrison Road Day  
Centre 28/04/1988

**Birmingham Evening Mail**, Deputy Editor re: Copy reply to  
complaint about article on Harrison Road Day Centre  
29/04/1988

**Rugby Stage 1 Shop Stewards** [course member] re:  
Company Information on Cummins, particularly Daventry  
Plant 24/11/1987

**War on Want**, Birmingham Group re: Notice for 'The Politics  
of Famine' Public meeting & 'Facing New Famine' Appeal for  
Eritrea & Ethiopia 1988 [?]

**MSF** re: Company Information on J.S. Chinn & Co. nd  
London Hazards Centre re: 'The Daily Hazard' newsletter  
Issue No.17 May 1988

**Birmingham Polytechnic** re: Faculty of Health & Social  
Sciences Student Placements 28/04/ [1988

MS  
2009/A/3/7

### **TURC Incoming Correspondence**

1988 - 1991

This file reveals concerns about TURC's financial position and BCC's intentions for the Centre's future. Building matters are also dealt with, for 7 Frederick St & 70 Lionel St.

Clarification on the relationship between BTUC, TURC and YETRU is sought. Proposals to form the Gilliver Trust are also examined. However, routine enquiries and campaigning interests continue.

File dividers have been used to organise some of the file's contents, but the bulk of the papers remain together.

#### **Divider: Correspondence Dealt With**

**[Unsigned]** handwritten note showing Birmingham's [?] population in 1984 & 1987 & contact details of Trades Union representatives nd

#### **The Co-operative Bank re:**

Trade Union Research Network Bank Account –  
Signature Card nd; [BTUC?]

Race Relations Sub Committee – Statement 06/04/1989;  
BTUC Miners' Support Committee 11/04/1989;  
'The Campaign Fund' c/o BTUC 28/08/1988

**Polytechnic Graduate** re: Curriculum Vitae & Reply from TURC advising that no vacancies currently exist but offering volunteering opportunities

#### **Divider: Correspondence Incoming**

**Birmingham District Labour Party**, Management Committee re: Notice of and Agenda for Meeting on 11/01/1989 with resolutions & amendments for Poll Tax Campaign

**Birmingham Labour Briefing** newsletter re: 'Stop the Cuts'

**Birmingham Polytechnic Student Union** (Amnesty Group) re: TURC staff handwritten note about companies involved [?] in supplying leg irons and baton rounds [plastic bullets]

**Enquiry** re: Has any research been undertaken on smoking & race (particularly black women)? 05/01/1989

**T & GWU** Ansell's Branch Secretary re: Request for company information for Ansell's nd

**Work Experience Placement** re: Contact details nd

**Charity Commission** re: Suggestions [to Bean McDonald, TURC's solicitors] on amendments to the draft Memorandum & Articles of Association for the Gilliver Trust 10/04/1989

MS  
2009/A/3/7  
[continued]

**Divider: Correspondence, Management**

**YETRU** staff re: Draft note to Management Committee proposing that YETRU retain a separate account, even though TURC & YETRU budgets have been merged nd  
**NUJ**, Midlands Region re: Possible redundancies at TURC 20/02/1989  
**NUJ**, Birmingham Branch re: Possible redundancies at TURC 13/02/1989  
**TURC** re: Nominations for Management Committee 1989/90 [4 forms] nd  
**Birmingham City Council**, Economic Development Unit re: Confirmation that Councillor Nangle is appointed to TURC Management Committee as Council representative for 1988/89 13/07/1988  
**Avtar Singh Jouhl**, BTUC Executive Committee Member re: Copy letter to Secretary of BTUC requesting clarification of BTUC's relationship with TURC and YETRU 31/03/1989  
Clement Keys, Chartered Accountants re: YETRU Accounts for 1987/88 21/03/1989  
**T & GWU**, Region 5 District Organiser re: Copy letter from Councillor Bore, Chair of Birmingham City Council's Economic Development Committee (dated 08/06/1989) concerning the funding difficulties facing TURC & the need for funds from trades unions and other organisations as well as the City Council) 1989  
**Bean McDonald**, Solicitors re: Amendments to draft Memorandum & Articles of Association for the Gilliver Trust 21/04/1989  
**TURC** Management Committee re: Letter of resignation by Teresa Daly 09/04/1989

**Divider: Enquiry Forms**

This section is blank

**Divider: Historic 1988 to January 1990**

**The Co-operative Bank** re: Trade Union Research Network – Statement 21/07/1989  
**MAKRO**, Multi Trade Centres re: Application by TURC staff for a MAKRO Pass, with brochure nd  
**Ladywood Constituency Labour Party** re: Revised Mailing address for Sandwell Ward Labour Party 27/07/1989  
**International Brigade Association** re: Praise for 'The People's Century' publication, queries on International Brigaders associated with Birmingham and appeal for assistance in having a memorial to Brigaders erected in Birmingham 28/10/1989  
**National Group on Homeworking** re: Ad Hoc Officers' Working Party on Homeworking: Birmingham City Fact Pack for Homeworkers 24/11/1989

**Lancaster University student** re: Enquiry about vacancies at TURC 22/01/1990

MS

2009/A/3/7

[continued]

**Main Part of File**

**Birmingham City Council**, Economic Development Unit re:

Letter to Councillor Phil. Rose concerning the proposed Research Contract between the City Council & TURC 01/03/1991. Attached to this letter are: a report to the Economic Development Committee 'Research on Birmingham Employers'; Research Brief; 'Changing Corporate Strategies of Birmingham Employers'; 'Sector Profiles'; 'Research on Birmingham Employers'

**TURC Management Committee** re: Letter of resignation by Ian Grosvenor 04/03/1989

**Birmingham City Council**, Social Services re: Request to check accuracy of TURC's entry in the Departmental 'Resource Directory' nd

**Rust McKie & Co**, Solicitors re: Court case being pursued against TURC's [landlords?] 03/05/1991

**HSE**, Health and Safety Executive re: Confirmation of advice given to TURC on HSE site visit 01/05/1991

**HM Customs and Excise** re: Approval for TURC to join the Cash Accounting Scheme 01/05/1991

**Inland Revenue** re: Overpayment by TURC Video of Pay as You Earn and National Insurance Contributions etc for 1990/91 30/04/1991

**Birmingham Voluntary Service Council** re: Invitation to meeting to discuss issues relating to the implementation of service level agreements by Birmingham City Council in place of grant aid to voluntary organisations 02/05/1991

**Westwood Systems** re: Sales proposal to supply computer equipment 08/05/1991

**Mike Gatehouse**, Computer Consultant re: Computer services 09/05/1991

**ACTT Section of BECTU**, West Midlands Regional Group re: Nomination to TURC / YETRU Management Committee 14/05/1991

**Birmingham City Council**, Economic Development Committee re: Letter from Councillor Albert Bore concerning TURC's 1991/92 Funding Package with an offer of an interim revenue payment to cover staff salaries 08/05/1991

**Birmingham City Council**, Economic Development Department re: Letter from Policy Team Leader regarding proposed Service Level Agreement between TURC and the City Council, with Notes, observations and questions to be addressed 15/05/1991

**CIS – Co-operative Insurance Society Ltd** re: Claim for replacement coat for staff member 29/05/1991

**CIS – Co-operative Insurance Society Ltd** re: Quotation for insurance cover for computer 24/04/1991

MS  
2009/A/3/7  
[continued]

**Department of Trade and Industry, Companies House** re: Notice of Overdue Annual Returns for Birmingham Trade Union Resource Centre Ltd and TURC Print Ltd 14/06/1991  
[Note: These notes are stamped as received on 17/05/1991]

**Health in the Round**, Women's Health Courses & Workshops 1991

**'Recycling makes the world a happier place'** Leaflet nd Queensbridge School re: Invitation to School's Work Experience Conference 12/06/1991

**Rust McKie & Co**, Solicitors re: Information about First Floor, for claim over TURC premises 17/06/1991

**Inland Revenue**, Claims Branch re: Copy letter to TURC's accountants advising that TURC is not regarded as having charitable status and therefore cannot claim tax exemptions 13/05/1991

**Birmingham City Council**, Economic Development Committee re: Letter from Councillor Albert Bore to Chair of TURC Management Committee, concerning the proposed Service Level Agreement between the City Council and TURC and the TURC print and video operations 17/06/1991

**Department of Trade and Industry, Companies House** re: Notice of Overdue Annual Return for TURC Publishing Ltd 14/06/1991

**Peppers**, managing agents for 7 Frederick St re: Notice of repair work to the automatic gate 24/06/1991

**Brasshouse Language Centre**, Head of English re: Visit of the VHS Frankfurt Bildungsurlaub Group to TURC 26/06/1991

**Inland Revenue**, Corporation Tax re: 1990/91 Return of Profits & other Particulars required from Birmingham Trade Union Resource Centre Ltd; YETRU; TURC Publishing Ltd; TURC Print Ltd and TURC Video Ltd 04/07/1991

**Clements Keys Rabjohns**, Chartered Accountants re: Note of amendments to draft accounts for YETRU, TURC and subsidiary companies, together with a list of queries 16/07/1991

**Birmingham City Council**, Economic Development Department re: Notification that Councillor Chapman will represent the City Council on the TURC [Management Committee] for 1991/92 18/06/1991

**West Midlands Low Pay Unit** re: Request for comments on the Draft aims and objectives of the West Midlands Network on Homeworking, and Draft objectives of the Homeworking Officer Post 02/07/1991

**Clements Keys Rabjohns**, Chartered Accountants re: Issues concerning VAT payments, including the position with Service Level Agreements with Birmingham City Council 09/08/1991

**Rust McKie & Co**, Solicitors re: Note on Counter Notices served against TURC's Landlords, after Notice of



MS  
2009/A/3/7  
[continued]

Termination of the Lease was served against TURC Note about settlement offer in existing litigation against landlords 12/08/1991

**Birmingham City Council**, Economic Development Department re: TURC Business Plan & budget estimates for 1992/93 [Note: this letter is on Fax heat sensitive paper, which has faded badly. The contents have therefore been copied and are included in typescript form] 19/08/1991

**Birmingham City Council**, Economic Development Committee re: Copy letter from Councillor Bore (Chairman) to Mick Rice (Secretary of BTUC) setting out the Council's position on funds for TURC & the need to separate print and video functions from main TURC structure 01/07/1991

Birmingham City Council, Economic Development Department re: Copy letter from Policy Team Leader regarding proposed Service Level Agreement between TURC and the City Council, with Notes, observations and questions to be addressed [annotated] 15/05/1991

**Clements Keys Rabjohns**, Chartered Accountants re: Annual accounts and issues re: Company Law 12/09/1991

**GMB** re: I. Peter's resignation letter from TURC Management Committee 01/10/1991

**Contact of TURC staff** re: Tribute to a former shop steward at the Longbridge car factory, with reference to Derek Robinson 25/10/1991

**Birmingham City Council**, Economic Development Committee re: Letter from Councillor Bore (Chairman) to Patrick Grogan (Chair of TURC Management Committee) expressing his concern at the delay in resolving the funding issues with TURC 02/10/1991

**Labour Research Department** re: Request for TURC to advertise in January 1992's edition of 'Labour Research', Europe Special Issue [includes price list] 31/10/1991

**Rust McKie & Co**, Solicitors re: Update on court case against TURC's landlords - includes Notification of Q.B.D. [Queen's Bench Division] Chambers Order 31/10/1991

BTUC re: Note that John Holmes was nominated to TURC Management Committee 21/10/1991

**Birmingham City Council**, Economic Development Department re: Notification of payment of Quarter 3 funds to TURC, with warning of the likelihood of funding reductions for Qtr 4 & 1992/3 07/11/1991

**Clements Keys Rabjohns**, Chartered Accountants re: Attendance at A.G.M. and payment of fees 08/11/1991

**Peppers**, managing agents for 7 Frederick St re: Car parking arrangements [with plan of car park and 2 Car Park passes – No. 4 & 5] 15/11/1991

**Perry & Deakin**, Estate Agents re: Details of offer from MSF Union of lease to TURC of 70 Lionel St, lower ground floor 04/11/1991

MS  
2009/A/3/7  
[continued]

**Perry & Deakin**, Estate Agents re: Details of further accommodation at 70 Lionel St requested by TURC [with plan of accommodation] 27/11/1991

**Ellis & Buckle**, Chartered Loss Adjusters re: Payment for uninsured loss, for damage to computer & printer 3/12/1991

MS  
2009/A/3/8

**TURC Incoming Correspondence** 1992

This file covers a crucial period in the development of TURC, and this is partially reflected in the contents, covering financial matters and building issues. A range of routine matters is also recorded.

A selection of the papers contained in this file is listed below, but it is not complete.

**Inland Revenue**, Collector of Taxes re: Notice of Intent for TURC Publishing Ltd to provide required documentation 15/01/1992

**Perry & Deakin**, Estate Agents re: Details of provisional agreement for TURC's lease of MSF Union's premises at 70 Lionel St 10/01/1992

**Perry & Deakin**, Estate Agents re: Discussion of solicitor's fees for proposed lease of 70 Lionel St 17/01/1992

**British Gas, West Midlands** re: Replacement of Gas Meter at Frederick St 17/01/1992

**Perry & Deakin**, Estate Agents re: Confirmation of proposed lease for 70 Lionel St 30/01/1992

**HM Customs & Excise**, VAT office re: Notes on financial records and accounts, cash accounting scheme, calculation of VAT on invoices 07/02/1992

**Tyndallwoods & Millichip**, Solicitors re: Proposed lease of 70 Lionel St. Attached are copy letters from Perry Deakin [30/01/1992 to Tyndallwoods & Millichip with copy of letter to TURC dated 10/01/1992 – see above] Also interleaved is handwritten note [undated and unsigned] relating to damages claim [against landlords of Frederick St?] 06/02/1992

**Perry & Deakin**, Estate Agents re: Proposed lease of 70 Lionel St 24/02/1992

**Tyndallwoods & Millichip**, Solicitors re: proposed lease of 70 Lionel St 25/02/1992

**QHE** – Quality in Higher Education re: Enquiry from Lee [?] as to whether he is still required on TURC Management Committee 15/03/1992

**Marcobuild Ltd**, building contractors re: estimates for work at 70 Lionel St 03/03/1992

**Inland Revenue**, Collector of Taxes re: Reminder to TURC

MS  
2009/A/3/8  
[continued]

Ltd for Income Tax PAYE & National Insurance contributions  
23/03/1992

**Birmingham City Council**, Economic Development  
Department re: Copy of Letter to Councillor Mick Rice about  
the TURC Research Report into the top 100 manufacturing  
employers in Birmingham 1986 – 1988 [with background  
note by Councillor Albert Bore outlining problems with  
research & production of the report and also the executive  
summary of the TURC report] 17/03/1992

**GMB, 47 / Birmingham APEX Local Authority Branch** re:  
Donation towards TURC's analysis on CCT [compulsory  
competitive tendering] 25/03/1992

**Peppers**, Managing Agents for 7 Frederick St re: TURC  
Video Editing Suite and Printroom 02/04/1992

**Unity Trust Bank** re: TURC Publishing Ltd account  
08/04/1992

**Unity Trust Bank** re: TURC Ltd account 08/04/1992

**Lloyds Bowmaker Ltd**, Business Technology Finance re:  
Payment Schedule for photocopier 10/04/1992

**T & GWU** re: donation to TURC for its work and research  
10/04/1992

**TUC, West Midlands Regional Education Service** re:  
Thanks for TURC contribution to conference 'Young People  
and Europe – a Trade Union Perspective' 30/04/1992

MS  
2009/A/3/9

TURC Incoming Correspondence

1993

The contents of this file reflect the closure of the Print and  
Video operations, and the reorganisation of TURC to focus  
on its new objectives. Practical matters are recorded  
alongside campaigning issues.

**TURC** Print re: Price lists of print equipment & supplies  
offered for sale nd

**Sutton Coldfield Constituency Labour Party** re: Donation  
to TURC 26/03/1993

**Severn Trent Water** re: Refund for services for 70 Lionel St  
09/03/1993

**Passenger Transport Research** re: Request for TURC to  
take over the Trade Union Facility time arrangement with  
NALGO [Birmingham Voluntary Sector] from Passenger  
Transport Research 01/04/1993

**Birmingham City Council**, Economic Development  
Department re: Confirmation that Birmingham Library  
Services will provide a librarian to work with TURC's Library  
29/03/1993

**Birmingham City Council**, City Treasurer's Department re  
Revenue First Quarter nd

**City X** re: Invitation to contribute to 'May Day' edition. A  
rough copy of article 'Mayday, Mayday' by DJ Fontana was  
also included [Note: This is all on heat sensitive fax paper

MS  
2009/A/3/9  
[continued]

and is fading badly]

**BCMI – Birmingham Centre for Media Innovation** re: Letter confirming that rent due at 7 Frederick St will be paid to TURC and that remaining items stored there will be removed 16/04/1993

**Alex Smith & Co**, Chartered Surveyors and Estate Agents re: Valuation of TURC accommodation at Frederick St for rental purposes, provided as part of TURC's negotiations with landlord 23/04/1993

**Clement Keys**, Accountants re: Letter advising that the Inland Revenue has confirmed that TURC's grant income is not taxable, but that interest on interest earned by the TURC group of companies is liable [from April 1985 onwards] 26/04/1993

**Hamroy, Registered Insurance Brokers** re: Liability Insurance for employers and Public / Products for TURC is confirmed, as detailed in Hamroy letter of 30/03/1993 [attached] [also attached is a notification of Hamroy's change of address] 08/04/1993

**Clement Keys**, Accountants re: Confirmation of VAT time costs on fee note previously sent to TURC 04/05/1993

**Birmingham City Council**, Women's Unit re: Notice [& agenda] for meeting of the Birmingham Homeworking Group on 28/04/1993

**The Economist** magazine re: Subscription reminder / offer April 1993

**MERG – Manchester Employment Research Group Ltd** re: Reply to a TURC request for information on any subsidiaries of Morgan Crucible in Greater Manchester 06/05/1993

**Perry & Deakin**, Estate Agents re: Letter concerning draft lease [and building issues] for Lionel St [?] 06/05/1993

**Filmit productions Ltd** re: 'Free for All' newspaper, which updates stories from the 'Free for All' topical current affairs series for channel 4 May 1993

**123 Harborne Stationers and Printshop** re: Change of ownership 10/05/1993

**Redditch Borough Council** re: Community Resources Directory 05/05/1993

**Searchlight Educational Trust** re: Details of work of the Trust, need for anti-fascist and anti-racist action and appeal for donations May 1993

**Birmingham City Council**, Economic Development Department re: Contact details for City Library staff member, to assist with TURC library 11/05/1993

**British Gas**, West midlands re: Annual Tax Invoice for Gas Plan 08/04/1993

**The co-operative Bank** re: Confirmation of action on TURC Ltd standing order 17/05/1993

**Clement Keys**, Accountants re: Reminder that fees are overdue 17/05/1993

MS  
2009/A/3/9  
[continued]

**Rosenberg, Layland & Rust**, Solicitors re: Copy letter from Edge & Ellison, Solicitors regarding legal dispute over 7 Frederick St May 1993

**Request** for help with an "A" level Business Studies project: 'Advantages and disadvantages of having trade union involvement at a senior management level in colleges' A copy of the assignment [Mere Green College of Technology] is enclosed. {This request is annotated as having been referred to TUSC – Hall Green College, Trade Union Studies Centre] 15/05/1993

**Inland Revenue**, Corporation Tax 25/05/1993 re: Copy statements for 01/05/1985 – 31/03/1986 and 01/04/1986 – 31/03/1987

**A. Lawlor, Chemist** re: Copy receipt for toiletries [annotated] [Possibly used as a marker, at this place in the file] April 1994

**Inland Revenue**, Corporation Tax 17/05/1993 re: Notice of amended assessment for TURC Ltd for 01/04/1987 – 31/03/1988

**Hamroy**, Insurance Developments Ltd re: Liability Insurance and note that insurers won't extend cover of Policy to include libel and slander, in view of TURC's occupation. Such cover is available in the Professional Indemnity Insurance market [Copy of this letter and copy Policy document are included in this file] 26/05/1993

TURC Video re: Summary of Financial Report September 1992; Expenditure Frederick St since 01/10/1993 [presumably 1992]; Unity Trust Bank Statement for TURC Video 30/04/1993; Income Frederick St since 01/10/1993 [presumably 1992]; Handwritten note about tape stock nd; Handwritten list of outstanding invoices nd [These are on heat sensitive fax paper which is fading badly] 20/05/1993  
**Rosenberg, Layland & Rust**, Solicitors re: Note about solicitor's fees [letter dated 24/05/1993 covers same subject] 26/05/1993

**Perry & Deakin**, Estate Agents re: Letter concerning General Rates for 70 Lionel St, with a copy Non-Domestic Rate bill for Lionel St 01/06/1993

**Wildings**, Systems for Business re: Change of Contact details June 1993

**Handwritten note** 'Tina has borrowed' re: list of books June 1993

**LCER** - Labour Campaign for Electoral Reform re: Spring 1993 Newsletter; Model Resolutions for 1993 Annual Conference; Plant 'Soundbites' from the Plant Report into electoral reform; Blank Petition Form supporting a more democratic system 1993

**Charter 88** re: 'I Want to Make It happen' Campaign and newsletter June 1993

**Birmingham Anti-Apartheid** re: page 1 of mailing June

MS  
2009/A/3/9  
[continued]

1993

**Speculative job enquiry** and curriculum vitae 14/06/1993

**Edge & Ellison**, Solicitors re: Court Consent Order for property dispute over Frederick St; Tomlin Order for property dispute over Frederick St; Schedule confirming that TURC waives claims 1993

**Rosenberg, Layland & Rust**, Solicitors re: Letter concerning invoice 14/06/1993

**Perry & Deakin**, Estate Agents re: Rent and service charge for 70 Lionel St, and request for information on source of information about negotiations for the disposal of property 21/06/1993

**UNISON**, Birmingham Social Services No. 4 Branch re: Payment to TURC of photocopying charges and note about the No Smoking regulations at 70 Lionel St 02/07/1993

**BTC** re: Appointments to TURC Management Committee 21/06/1993

**Crew sc, Brussels** re: Reminder for Subscriptions to Crew Reports 01/07/1993

**Inland Revenue**, Corporation Tax 06/07/1993 re: Forms for Returns of Profits and other particulars for TURC Ltd, TURC Publishing Ltd and TURC Print Ltd

**TURC Campaign / Project Worker** re: Request for further details and application form for this post 07/07/1993

**BCMA** – Birmingham Centre for Media Arts re: Payments for use of 7 Frederick St by BCMA ; TURC Video Finances 12/07/1993

**Clement Keys**, Accountants re: Audit and Accounts Preparation 1992/93 08/07/1993

**HASAC** – Health & Safety Advice Centre and Hazards Campaign re: Financial Appeal to support 6th National Hazards Conference 1993

**Inland Revenue**, Corporation Tax re: 2nd Applications for TURC 02/07/1993

**Inland Revenue**, Corporation Tax re Final Demands and Notices 16/07/1993

**Paul Beecham and Associates** re: Note to TURC with copy letter from Passenger Transport Research [P.W. Beecham, Director] to Inland Revenue explaining that firm has ceased trading and only one employee is retained, whose salary is administered by TURC 13/07/1993

**Inland Revenue**, Collector of Taxes re: Cessation Returns forms for Passenger Transport Research Ltd, TURC, 70 Lionel St 20/07/1993

**Robson Rhodes**, Chartered Accountants re: Invitation to a meeting of creditors of W.F. Realisations (1990) Ltd, formerly Financial Weekly Ltd [Note is attached to letter: recommend no action] 12/07/1993

**Begbie Norton**, Insolvency Practitioners re: Invitation to meeting of creditors of Appleby, Myers and Clarke, with

MS  
2009/A/3/9  
[continued]

formal notice of meeting, copy of debtor's proposal, copy report by nominee and comment on proposal, and blank proxy form for voting purposes [Note is attached to letter: recommend no action] 20/07/1993

**Tyndallwoods & Millichip**, Solicitors re: Request for update on TURC's intentions over 70 Lionel St 16/07/1993

**Handwritten note** 'Borrowed Books' re: list of books July 1993

**AWL – Alliance for Workers' Liberty** re: 'SWP [Socialist Workers' Party] fist in the face Socialism!' a leaflet complaining about alleged violence between an AWL member and a supporter of the SWP and ANL – Anti-Nazi League [Attached is a blank petition entitled 'Against Violence in the Labour Movement'] 1993

**Birmingham City Council**, Economic Development Department re: Notification of Councillor Jepson as City Council representative on TURC Management Committee 25/06/1993

**BTUC** re: List of nominees for TURC Management Committee 28/07/1993

**BTUC** re: Letter to nominees for membership of TURC Management Committee, with attachments:

Why Birmingham's Labour Movement needs The Organiser [the magazine of BTUC];

Birmingham TUC and TURC [a note setting out the role of the TURC Management Committee with regard to the BTUC] 27/07/1993

**Birmingham City Council**, Economic Development Department re: Request for attached review document [for voluntary organisations funded by the City Council] to be completed and returned [This is on heat sensitive fax paper which is fading badly] 02/08/1993

**Birmingham City Council**, Economic Development Department re: Intention to introduce a Service Level Agreement with TURC, Possible [precisely defined] role for TURC in a suggested network of supportive agencies and activities aiming to ensure quality of employment, Council concerns over legal situation of its funds being used by TURC to produce campaigning publications for BTUC 04/08/1993

**Unity Trust Bank** re: confirmation that YETRU account is closed 09/08/1993

**Proof of Debt – General Form** [blank] re: Appleby, Myers & Clarke August 1993

**Begbie Norton**, Insolvency Practitioners re: Update on situation with Appleby, Myers & Clarke, and blank Proof of Debt – General Form 09/08/1993

**HM Customs and Excise**, Value Added Tax re: Copy of completed Change of address form for TURC Place of business 10/08/1993

MS  
2009/A/3/9  
[continued]

**Inland Revenue** re: Confirmation that no Corporation Tax is outstanding for 1985/6 & 1986/7 and apology for inconvenience over interest raised in error on these liabilities 11/08/1993

**Former Employees** re: Confirmation of pension situation 12/08/1993

**Tyndallwoods & Millichip**, Solicitors re: Proposed lease for 70 Lionel St and solicitor's fees for work to date 13/08/1993

**University of Wales, Cardiff Business School** re: 'Unions on the Brink? The future of the Trade Union Movement' Confirmation of booking on this conference for September 1993 20/08/1993

**Tyndallwoods & Millichip**, Solicitors re: Thanks for enclosures and for prompt payment of account 20/08/1993

**BTUC** re: 7 completed Acceptance of Nomination forms to TURC Management Committee 24/08/1993

**Unity Trust Bank** re: Apology for late payment of staff salary from TURC account 31/08/1993

**MissPrint** re: Request to use TURC premises to record audio recordings of Spoken English as part of the British National Corpus Project [Included are 2 Spoken Corpus Consent forms] 13/09/1993

**Birmingham City Council**, Leader of the Council re: Invitation from Councillor Sir Richard Knowles to 'Nelson Mandela in Conference, a Vision of the New South Africa' on 11/10/1993 [Blank booking form is included]

**BTUC** Centre for the Unemployed re: Invitation to Annual General meeting, note about Annual Report and 'Redundancy – Your Rights' pamphlet September 1993

MS  
2009/A/3/10

**TURC Outgoing Correspondence**

1989 - 1993

A variety of subjects are covered in this file.

**ADT Security Systems** re: Request for additional door alarms 14/09/1989

**Socialist Action** [see letter dated 14/09/1990 below] re: Incorrect invoice issued by TURC for room hire at Frederick St 05/10/1989

**Inner City Enterprise** re: Costs of TURC Print re-location within 7 Frederick St, with handwritten copy of invoice from Hallam & Co. 10/10/1989

**New Statesman & Society** re: [Unspecified] Advertisement for TURC 17/10/1989

**Spare Rib** re: [Unspecified] Advertisement for TURC 17/10/1989

**Caribbean Times** re: [Unspecified] Advertisement for TURC 18/10/1989

**The Guardian** re: [Unspecified] Advertisement for TURC 18/10/1989

**Morning Star** re: [Unspecified] Advertisement for TURC 18/10/1989



MS  
2009/A/3/10  
[continued]

**Birmingham Post and Mail** re: [Unspecified] Advertisement for TURC 18/10/1989

**The Pink Paper** re: [Unspecified] Advertisement for TURC 18/10/1989

**Asian Times** re: [Unspecified] Advertisement for TURC 18/10/1989

**The Voice** re: [Unspecified] Advertisement for TURC 18/10/1989

**NGA** – National Graphical Association re: Chapel stamp for TURC employee 1982

**Bean MacDonald**, Solicitors re: Request for advice on the car parking lease at Frederick St 18/10/1989

**Co-operative Insurance Society Ltd** re: Request for advice on Public Liability insurance for car parking spaces allocated at Frederick St 20/11/1989

**ROCOM Ltd** re: Order for lock & key for TURC telephone box 28/11/1989

**Moz Robinson** re: Letter to Anita [TURC] headed 'Anti-Racist Working Party', concerning positive recruiting. Included is a breakdown of newspaper advertising for a TURC Research Officer, and monitoring of applicants.nd

**Bean MacDonald**, Solicitors re: Letter about problems TURC is having with Inner City Enterprises and their contractors, and possibility of taking legal action against them 29/01/1990

**Unity Trust Bank** re: Direct payment of employees salaries 06/02/1990

**Topliss UK** re: Insurance claim for damage caused to TURC 23/02/1990

**Co-operative Insurance Society Ltd** re: Insurance claim for damage caused to TURC 23/02/1990

**T & GWU** Branch 5/829 re: Thanks for donation to TURC Appeal 20/10/1992

**Unity Trust Bank** re: TURC staff salaries 09/11/1992

**Unity Trust Bank** re: Transfer of amounts between TURC accounts 09/11/1992

**Rust McKie & Co.**, Solicitors re: Letter to TURC enclosing a copy letter from Edge & Ellison about Phase iv Victoria Works [Frederick St] [06/11/1992] 11/11/1992

**MSF**, Assistant General Secretary re: Problems with premises and with lease of 70 Lionel St 12/11/1992

**West Midlands Pensioners Convention** re: Convention's use of room at Lionel St 23/11/1992

**BCMA – Birmingham Centre for Media Arts** re: Notification that TURC 'core' is to vacate Frederick St, and offer to negotiate an extension for BCMA / TURC Video to stay 19/11/1992

Chair of **TURC** Management Committee re: Confidential note from TURC co-ordinator concerning negotiations with landlords of Frederick St, and observations about BCMA /

MS  
2009/A/3/10  
[continued]

TURC Video's status within building nd  
**Unity Trust Bank** re: TURC staff salaries 07/12/1992  
**NATFHE** re: Reference for TURC employee, for the post of  
Regional Support Officer with NATFHE 20/01/1993  
**MEB – Midlands Electricity** re: Request for replacement  
invoice for 70 Lionel St 04/03/1993  
**MSF** re: continuing problem with refuse being stored near  
TURC's accommodation in 70 Lionel St 05/03/1993  
**Agfa–Gevaert Ltd** re: Confirmation that TURC staff member  
would attend Document Image Technology Roadshow  
10/03/1993  
**Crew sc, Brussels** re: Enquiry about TURC's VAT status  
[as a subscriber to Crew Works] 11/03/1993  
**Co-operative Insurance Society Ltd** re: Confirmation that  
TURC has carried out insurer's recommendations for  
improvement to the risk to windows and fire exit doors  
15/03/1993  
**Birmingham City Council**, City Supplies Organisation re:  
Requisition by TURC for supply of copier paper 16/03/1993  
Response by TURC to a private individual re: Request for  
information about the individual's rights when the employer  
seeks to alter a contract of employment, particularly with  
regard to retirement age 17/03/1993  
**Commission of the European Communities**, Brussels re:  
Notification of new TURC address, for the Trade Union  
Information Bulletin 22/03/1993  
**Harborne Stationers** re: Stationery order for TURC  
22/03/1993  
**Clement Keys Rabjohn**, Accountants re: Enquiry from  
TURC about Annual Returns [includes copy letter to TURC  
from Companies House dated 27/02/1990] 08/03/1990  
**Ellis and Buckle**, Loss Adjustors re: Request for  
information on progress with insurance claim for TURC  
08/03/1990  
**Peppers**, Managing Agents re: TURC (without prejudice)  
offer of sale of leases [at Frederick St] 20/03/1990  
**Bean MacDonald**, Solicitors re: Letter outlining background  
to TURC offer of sale of leases, and discussion of legal case  
and insurance claims [at Frederick St] 21/03/1990  
**Pitney Bowes** re: Cancellation of maintenance contract on  
2 bank meter 01/05/1990  
**Shire Group of Companies**, Copiers Mids Ltd re: Request  
for details of firm's insurers, for claim for damage to TURC's  
carpet by a leaking photocopier 01/05/1990  
**ADT Security Systems** re: Payment of deposit before work  
is undertaken for TURC 04/06/1990  
**Hamroy Insurance** re: Letter about TURC insurance claims  
for damage to computer equipment, with copies of Ellis and  
Buckle's letter to TURC [dated 31/05/1990] and TURC's  
reply to this [04/06/1990] 05/06/1990

MS  
2009/A/3/10  
[continued]

**Systems Reliability** re: TURC order for repair to insured computers 24/04/1990

**Unity Trust Bank** re: Request for transfer of funds between YETRU's deposit and current accounts 09/07/1990

**Ellis and Buckle**, Loss Adjustors re: Insurance claim for damage to computer equipment 10/07/1990

**Pitney Bowes** re: Query for continued charge for machine, despite maintenance cancellation invoice above and note that BTUC at 8 Milk St has now taken over the machine [Pitney Bowes statement [23/06/1990] and Collection Advice [08/05/1990] are included] 10/07/1990

**Peppers**, Managing Agents re: Complaints about the actions of contractors: disrupting HASAC exhibition and press conference at TURC; lack of access to car park; dangerous practices by contractors 10/07/1990

**ADT Security Systems** re: Fault to alarm system 10/07/1990

**Systems Reliability plc** re: copy invoice for repair of TURC computer 20/06/1990

**Toplis UK** re: Claim against builders for damage to YETRU office 10/07/1990

**Cornhill Insurance** re: Claim for damage to carpet by copier 10/07/1990

**Birmingham City Council**, Economic Development Unit re: Invoices for contract between TURC and City Council 08/08/1990

**Peppers**, Managing Agents re: Further details about the problems identified in letter dated 10/07/1990 above, and with further problems identified 08/08/1990

**Toplis UK** re: Further comments about the insurance claim for computers

**Socialist Action** re: Invoice for room hire, and enquiry as to set of keys, with reply from Socialist Action [dated 19/09/1990] 14/09/1990

**Peppers**, Managing Agents re: Service charge 1989/90 for 7 Frederick St 17/10/1990

**Councillor Bore**, Chair of Birmingham Economic Development Cttee re: Letter from Chair of TURC Management Committee, seeking a meeting to discuss the Council view to legally separate TURC Video and TURC Print from the rest of TURC's activities 22/05/1991

**Theresa** [no other details given] re: Expression of support for, and attendance at the forthcoming Violence at Work conference 23/05/1991

**Birmingham City Council**, Economic Development Department re: Request that City representative attend forthcoming TURC Management Committee, to explain City view to legally separate TURC Video and TURC Print from the rest of TURC's activities [Included is a note announcing a meeting between TURC staff and City representatives on

MS  
2009/A/3/10  
[continued]

14/05/1991 [when separation was proposed] 14/06/1991  
BTUC Executive Committee re: Request for permission to drop "Birmingham" from TURC's title, to help attract fund from local authorities outside the City and

**Clement Keys and Rabjohn**, Accountants re: Information about TURC and YETRU accounts 19/07/1991

**Councillor Chapman**, TURC Director & Management Cttee Member re: Letter of welcome to TURC, with administrative matters 26/07/1991

**Rust McKie & Co**, Solicitors re: Request for update on court case, and advice on lease 30/07/1993

**TURC** Management Committee re: Invitation to attend meeting between Chair of TURC, staff and City Council representatives, to discuss staff recommendations for future Service Level Agreement with Council, and costings 08/08/1991

**Birmingham City Council**, Economic Development Department re: Letter about the funding application to the Council for TURC 30/08/1991

**Birmingham City Council**, Economic Development Department re: Request for interim financial support for TURC 20/09/1991

**Rust McKie & Co**, Solicitors re: court case and leases 20/09/1991

**Clement Keys and Rabjohn**, Accountants re: Accounts 20/09/1991

Chair of **TURC** Management Committee re: Request for staff member for a variation in working hours 24/09/1991

**Ed Doolan**, Radio presenter with BBC Radio WM re: Thanks for broadcasting TURC's contact details for information concerning redundancy 24/09/1991

**Birmingham City Council**, Economic Development Department re: Request for decision on TURC Print's future [includes details of offer of accommodation in Lionel St, and discussion of TURC Print's building requirements] 26/09/1991

**Councillor Bore**, Chair of Birmingham Economic Development Cttee re: Letter from Chair of TURC Management Committee, seeking clarification on process for securing future funding for TURC [Included is a summary of events in the liaison / decision making process to date] 30/09/1991

**Trades Union Representatives** of TURC staff re: Confirmation that TURC Management Committee has received 1991 pay claim, and is mindful of its obligations to staff. No action will be taken however, until TURC's funding is confirmed 26/11/1991

**Councillor Bore**, Chair of Birmingham Economic Development Cttee re: Letter from TURC co-ordinator, seeking his help in authorising payment of 3rd Quarter funds

MS  
2009/A/3/10  
[continued]

in the face of difficulties within the City Council. Without this intervention, TURC will need to issue lay off notices to staff by the end of the week 31/10/1991

**Councillor Bore**, Chair of Birmingham Economic Development Cttee re: letter from TURC co-ordinator, requesting written authorisation from Councillor Bore that funds will be released to TURC, as Council officers had still not released funds, despite his assurances 01/11/1991  
Inland Revenue, Collector of Taxes re: Employers & Contractors Annual Returns for TURC Publishing 03/12/1991

**Councillor Bore**, Chair of Birmingham Economic Development Cttee re: Letter from Chair of TURC Management Committee, seeking confirmation that the Council will make the 4th Qtr payment on time. [Included are details of TURC's complaints about delays in obtaining decisions on TURC's future] 17/12/1991

**Companies House** re: Request for additional time to submit annual return for TURC Print 20/12/1991

**Birmingham City Council**, Economic Development Department re: TURC report 'Birmingham Top 100 Employers 1986 – 88' 20/12/1991

**TURC Secretary** re: Request for signature for accounts to be sent to Companies House 08/01/1992

**Clement Keys and Rabjohn**, Accountants re: Auditors Engagement Letter and modified accounts 08/01/1992

**Clement Keys and Rabjohn**, Accountants re: 09/01/1992

**Trades Union Representatives** of TURC staff re: Invitation to attend union consultative meeting, and confirmation that outstanding pay claim will be on the agenda 04/02/1992

**TURC staff** re: Consultation on the staffing implications of TURC's financial Situation 1992/93 and the possibility of redundancy 04/02/1992

**Barrow & Geraldine S. Cadbury Trust** [Described as "Cadbury"] re: Breakdown of Expenditure incurred until the end of YETRU Black Rights Worker's employment - 4 sheets including salary 11/02/1992

**NALGO**, West Mercia Gas Branch re: Thanks for donation 11/02/1992

**Wide Angle Management Committee** re: Invitation to proposed joint meeting with representatives of all parties involved with the formation of BIF (Birmingham Independent Facilities 06/02/1992

**TURC Secretary** re: missing pages from reference book on VAT 10/01/1992

**Alan Boyars** [Organisation not specified] re: Proposed lease of 70 Lionel St 20/02/1992

**YETRU Black Rights Worker** re: Thanks for hard work and endeavours 28/02/1992

**Trades Union Representatives** of TURC staff re:

MS  
2009/A/3/10  
[continued]

Confirmation that pay claim was agreed by TURC Management Committee and invitation to attend consultative meeting to examine options available TURC in the coming year March 1992

**Employment** reference for TURC administrator nd **Barrow & Geraldine S. Cadbury Trust** re: Notification of departure of YETRU Black Youth Rights Worker and intention to review how remainder of grant for this post should be used 24/03/1992

**Birmingham City Council**, Economic Development Department re TURC Support for Birmingham Independent Facilities {BIF} and list of formal decisions by TURC Management Committee concerning TURC Video's role in BIF 26/03/1992

**Andy Stamp** [organisation not specified] re: TURC Support for Birmingham Independent Facilities {BIF} 26/03/1992

**TURC** Staff Member re: Management Committee notification of staff member's transfer from TURC Print [to BIF?] 30/03/1992

**Welcome Letter** for new TURC Management Committee Members 07/04/1992

**BECTU** re: Confirmation that their nomination was elected to the TURC Management Committee 07/04/1992

**Letter of Thanks** to a former TURC Management Committee member 07/04/1992

**Welcome Letter** to BCC Liaison Officer on TURC Management Cttee 08/04/1992

**BTUC** Executive re: Nominations to Interim Management Committee for TURC Video and Wide Angle 08/04/1992

**BTUC** Executive re: Nomination to Committee 08/04/1992

**Letter of Thanks** to former BCC Liaison Officer 08/04/1992

**Ian McPhillips** [organisation not specified] re: Formal notice of vacation of Victoria Works by 24/06/1992 and possibility of new lease being negotiated for TURC Video 07/04/1992

**District Valuer** and Valuation Office re: Request for details of rateable value of the Victoria Works 14/04/1992

**Councillor Bore**, Birmingham Economic Development Committee re: Need for funding for Centre and concern over fate of TURC Print 14/04/1992

**Former YETRU worker** re: error with P45 issued by TURC 16/04/1992

**Request to various firms** re: Quote for typesetting & layout of report to be printed by TURC] nd

**Unity Trust Bank** re: Salary payment from TURC account 15/04/1992

**Birmingham City Council** Economic Development Department re: Letter to TURC confirming contact officer with TURC 13/05/1992

**Handwritten Note** headed 'John for Fircroft' Charge for 7 hours work and 15 books nd

MS 2009/A/3/10 [continued]	<p><b>Councillor Bore</b>, Birmingham Economic Development Committee re: Interim payments to TURC Video and Wide Angle to keep them solvent until the planned merger occurs 21/05/1992</p> <p><b>Unity Trust Bank</b> re: Transfer of money from YETRU to TURC Accounts 21/05/1992</p> <p><b>Councillor Bore</b>, Birmingham Economic Development Committee re: Request for a delegation of trades unionists to present a petition and argue for support for and against closure of TURC 26/05/1992</p> <p><b>NATFHE</b> re: Reference for TURC worker for post of Regional Support Officer nd</p> <p><b>Freelance researcher</b> and sociologist re: Research on unemployment 10/06/1992</p> <p><b>Ian McPhillips</b> [organisation not specified] re: Payment for rent &amp; service charge for Victoria Works 17/06/1992</p> <p><b>Andy Stamp</b> [organisation not specified] re: Objection by TURC Video members of BIF Council to the minutes for the meeting of 06/06/1992 [Enclosed is a report prepared for TURC Management Committee about that meeting] 22/06/1992</p>	
MS 2009/A/3/11	<p><b><u>TURC Outgoing Correspondence</u></b> Building issues loom large in this file, as well as the more routine research enquiries and acknowledgements for donations received.</p>	1993 - 1994
MS 2009/A/3/12	<p><b><u>Dismissal of TURC Employee</u></b> This file is divided into two sections; the basis of dismissal and the method of dismissal. It contains copies of correspondence between the employee concerned and the Management Committee. Correspondence with the respective legal advisers is also included. There are also some records relating to operational aspects of the Centre.</p> <p>This file is closed for access until 01/01/2067 under Data Protection legislation.</p>	1986
MS 2009/A/3/13	<p><b><u>Court Case concerning Victoria Works, Frederick Street</u></b> Refurbishment work to Victoria Works was undertaken for the building's landlords in 1988. This caused water and debris damage to TURC's accommodation and the Print operation was particularly affected.</p> <p>This file contains copies of court papers, correspondence between TURC and the Centre's legal representatives and with representatives of the landlords</p>	1989 - 1990

**MS 2009/A/4. Publications issued by TURC. 1980s.**

The Centre's researchers were anxious to publish material to assist clients and to raise the profile of the Centre. Whilst some publications were issued before TURC Publishing was formally established, all examples in this collection are listed under MS 2009/C/4 for ease of reference

**MS 2009/A/5. Publications issued by Other Organisations. 1980s.**

Please refer to MS 2009/C/5 for publications within this collection that were published by organisations other than TURC

**MS 2009/A/6. TURC Ltd Miscellaneous. n.d..**

MS 2009/A/6/1	<b><u>Oral History Interview with Roger Kline</u></b> Roger Kline was one of the first employees of TURC, appointed as a researcher in 1982	2005
MS 2009/A/6/2	<b><u>TURC Library Enquiry Book</u></b> This is a 'Black n' Red' Ruled A4 notebook and covers February 1988 to June 1989, with a gap until 1991, where the months January to April are covered.	1988 - 1991

Enquiries are allocated a unique reference number and enquirers' details are recorded together with a brief description of each enquiry and the date each was

raised and finished.

A wide range of enquirers is listed, including private individuals and those representing workplaces, trades unions and education providers. The nature of

enquiries made is similarly broad, ranging from advice on immigration matters, employment legislation and threats from the National Front.

Interleaved with this book is a letter from the Trade Union Research Project [TURP] based in Durban, South Africa, requesting advice over indexes or

thesauri of terms covering labour and trades union matters. The letter is dated 18/08/1988. Also interleaved is a hand written note [nd] about information on

women and trades unions.

Please note that originally interleaved with this book is a



series of building user cards. These are now catalogued as MS 2009/A/6/3.

- MS  
2009/A/6/3
- Building User Cards** 1989
- Twelve cards covering July to September 1989 were originally interleaved with MS 2009/A/6/2 and are now catalogued separately to ensure their survival in this format. These cards formed part of TURC's monitoring process in support of the Centre's equal opportunities policy. Visitors and callers to the Centre were asked for the following information:
- Date [of enquiry]
  - Employer's details
  - Does employer have YTS, JTS or other young workers?
  - Enquirer's details, including contact details, gender and ethnic grouping
  - Purpose of Visit / telephone call to TURC
- Two versions of these cards are represented in this set, the main difference being in the range of categories for ethnic grouping.
- Type 1:      AF [Afro Caribbean]  
                 AS [Asian] WH [White]  
                 Ot [Other – please state]
- Type 2:      British / Black / Afro Caribbean / Asian / White  
                 / Irish / Other please state
- Three cards are numbered, possibly against an enquiry book entry, but no cross reference is currently available.
- MS  
2009/A/6/4
- TURC Desk Diary** 1992
- This diary records staff appointments, visitors to TURC and also staff allocations to various office duties such as reception.

**MS 2009/B. Youth Employment and Training Resource Unit (YETRU). 1986 - 1992.**

The YTS Research (Monitoring) Project was formed in 1984 with funding from West Midlands County Council. Through research, campaigning & advice work it aimed to highlight & address the effects of un/employment & training on the lives of young people (16 - 25). YETRU was particularly concerned with the prevalence and adverse effect of racial discrimination within the youth training schemes.

For reasons of administrative convenience, workers were nominally employed by TURC, with powers of management delegated to a separate Project Management Committee, nominated by Birmingham Trades Council. Whilst designated as a sub-committee of the TURC Management Committee, this Project Management Committee's membership consisted of 3 WMCC councillors, 1 representative from Birmingham Trades Union Council and 1 from TURC Management Committee. These all possessed full voting rights, and a place for a delegate from the Regional Trades Union Congress was available, although not taken up. A representative from the Campaign for Racial Equality in MSC Programmes [CREMP] also attended, but without voting rights. This pattern altered over time, but retained the core pattern of BTC and funder representation.

TURC amalgamated YETRU into the Centre's management structure in 1989. This was undertaken as a device to reduce the workload of representatives of Birmingham Trades Union Council who had previously attended separate management committees for TURC and YETRU. Funding and recruitment / retention difficulties led to the Unit's closure on 31st March 1992, TURC then directly undertaking an element of work on issues affecting young people.

**MS 2009/B/1. YETRU Minutes and related papers. 1986 - 1992.**

No discrete files of minutes have been deposited as at April 2006. However, minutes of the combined TURC / YETRU Management Committee exist from 1989, and are listed under MS 2009/A/1. Please note that between 1989 and 1992 [when YETRU closed] this combined committee was sometimes still referred to as the TURC Management Committee.

**MS 2009/B/2. YETRU Financial Records. 1985 - 1990.**

Only one financial record for YETRU has been deposited at the time of cataloguing [April 2006] and this is described below. However, financial records submitted to the TURC / YETRU Management Committee are listed under MS 2009/A/1. These records include statements of account and budget papers.

MS 2009/B/2/1	<b><u>YETRU Income &amp; Expenditure Ledger</u></b> Originally labelled as "YTS Research Project", this ledger records Income & expenditure for each month. Income was derived primarily from Local Authority grant, and the change from WMCC to BCC funding is reflected in this ledger. Other funding bodies are recorded from time to time, as are periodic payments for publications.	1985 - 1990
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Expenditure entries are dominated by salary and other payments to employees. Payments for equipment, tools and materials are also recorded, as are payments to TURC Print and BTUC.

**MS 2009/B/3. YETRU Subject and Correspondence Files. 1988 - 1992.**

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**YTS and Racism**

1986 - 1988

2009/B/3/1

This file contains a selection of reports, correspondence and articles concerning racism in the Youth Training Schemes programme. This material largely relates [directly or indirectly] to research undertaken and published by YETRU into such racism. Research notes are contained. These include interviews with trainees, as well as correspondence with the Manpower Services Commission [MSC] and official guidance issued by them.

The file is divided into the sections listed below. Generally, papers for each section are filed above the relevant file divider. There are some apparent anomalies however but as they have been placed by the file creator in sections that were meaningful to him or her, this arrangement has been retained.

Some highlights from each section are shown below, but this should not be regarded as a comprehensive contents list.

**YTS Development Officers**

Included in this section are:

Photocopied news cuttings concerning YTS schemes

Official MSC Papers

Ethnic Minorities and YTS 1986

Ethnic Guidelines for YTS 1986

YTS Equal Opportunities Code nd

Two Year YTS 100% Follow up Results 1987

Young People and Places 1988

Training Commission Press Release:

'Recruit more Black youngsters Call to Birmingham employers' 1988

University of Warwick, Centre for Research in Ethnic Relations :

*'The unfinished Bridge: YTS and Black Youth'* by John Wrench 1987;

*'Ethnic Minorities and the Careers Service: an investigation into Process of assessment and placement'* by Malcolm Cross, John Wrench and Sue Barnett [This report is marked 'Not for publication'] 1988

**Press**

YETRU Press Release 'Top Firms do not Recruit Black Trainees' for the launch of the YETRU publication 'Firms that like to say No!' 1988

Correspondence and figures for production of 'Firms that like

MS  
2009/B/3/1  
[continued]

to say No!' 1988  
Application for [and correspondence about] funding for  
Publication from the Barrow and Geraldine S. Cadbury Trust  
1988

### **References**

Correspondence about the launch of 'Firms that like to say  
No!' 1988

Correspondence about complaints about the accuracy of  
claims made in 'Firms that like to say No!' 1988

### **ATO + Premium**

[NOTE: ATO = Approved Training Organisation; Premium  
places were defined by the MSC as intended to meet the  
needs of young people requiring initial work experience  
away from the pressures of a commercial work environment]

Graphs showing Destinations [Job, unemployed, YTS etc] of  
YTS Early Leavers nd

Notes showing ethnic composition of categories [Job,  
unemployed, YTS etc] nd

Transcripts and typescripts of interviews with Development  
Officers 1987/8

### **Outlines & Chapters**

Premium Places on Two Year YTS 1986

Careers Service Working Party, Report of the Director of  
Education [unspecified]: Addendum 4 YTS: Criteria for  
Premium Endorsements 1987

Civil & Public Services Association [CPSA] copy letter to  
TUC West Midlands Regional Council concerning the  
development of Post Approved Training Organisation  
Monitoring (ATO) Strategy 1986

Birmingham City Council Education Department;  
Memorandum from Principal Careers Officer highlighting  
concern that more black people than would seem  
appropriate were still entering YTS schemes less likely to  
lead to employment 1988

### **Birmingham and Solihull**

Correspondence concerning 'Young, Gifted and Black' [the  
original working title for 'Firms that like to say No!'] 1988

First draft of 'Young, Gifted and Black' 1988

Notes of a meeting about Racism and YTS in the West  
Midlands 1987

Outline of YETRU report on YTS and Racial Discrimination  
1988

Refusals by various MSC offices to provide information to  
YETRU 1988

MS  
2009/B/3/1  
[continued]

### **National**

Various Statistical Reports on Ethnic Composition of Trainees on YTS Schemes [Birmingham & Solihull] 1986-8  
Cutting [photocopy] from Labour Briefing 'Training for the Future' re: the 'Elated Eleven' YTS trainees receiving BCC contracts of Employment 1988

Cutting [photocopy] from unspecified source of articles concerning racism, including one about racial bias against YTS trainees in Birmingham 1988

Cutting [photocopy] from Birmingham Post 'Training opponents attacked' about trades union opposition to the Government's training programme for the long term unemployed 1988

Equal Opportunities in Youth Training Schemes Guidance notes [by cross agency working party] on good practice in YTS nd

Correspondence between YETRU and MSC re: Information about Area Manpower Boards and the Ten Company Group YTS Managing Agents' Working Party on Equal Opportunities: Action notes; Recruitment / Marketing Procedure – Good and Bad Practice 1987

Papers relating to the Commission for Racial Equality [CRE] enquiry into Training & Personnel [a private training company funded by the MSC] 1988 [These papers include the CRE report, copy correspondence between CRE and Training & Personnel and minutes of the Birmingham and Solihull Area Manpower Board Equal Opportunities Sub-Group where CRE report was considered]

### **Coventry**

Information supplied by MSC to Coventry Workshop and copied to YETRU. [This information covers YTS Scheme Level Ethnic Data both nationally and for Coventry and Warwickshire] 1987-8

### **Sandwell and Dudley**

Various Reports on Ethnic Composition of Trainees on YTS Schemes in Coventry and Warwickshire 1986-8

City Of Coventry 'Pastoral Base Careers Services – Destinations of School Leavers' 1987

YTS Development Officer's Report 1987-8

### **L.C.U.s [Large Companies Units]**

Reports & notes on Ethnic composition of Trainees in Dudley and Sandwell nd

'Blacks? They don't apply! Ethnic Minorities and YTS in Dudley and Sandwell' Draft Copy 1988

Reports/notes on ethnic composition of Trainees on LCUs 1987-8

Papers concerning an industrial accident to a YTS trainee,

and possible insurance claim and notes about standard of training provided 1986

MS  
2009/B/3/2

**YETRU Incoming Correspondence**

1988 - 1992

This file mainly contains requests for information and /or publications from YETRU. A few copy replies are included, but more frequently items are annotated with the action taken [e.g. information sent]. It is noticeable that a high proportion of the correspondence originates in Scotland.

A number of letters of thanks are also included. Some are for assistance with specific events such as the Hotel and Catering Industry Workers' Conference organised by the GMB [16/02/1988] and a sexual harassment workshop for the Women's Forum of the Astons' Student Guild.

[22/11/1991]. Other letters of thanks cover media support, including 'Life school: they always say No' for BBC School TV [06/01/1989] and 'Action Special' for BBC Radio One [03/05/1990].

In addition, this file contains requests for employment at YETRU. A notable set of papers considers a request for employment from an Australian [05/01/1990]. Enclosures include a curriculum vitae & employment references and offer an insight to education patterns and concerns of the voluntary sector and campaigning groups in Australia.

Other items of interest include an annotated list '10 Questions to Ask your Careers Officer or your YTS Scheme before you join' and a request from TURC's accountants [Clement Keys] for a meeting re: YETRU's petty cash.

There is one file divider in this file, marked 'Publications Enquiries'. However the significance of this is not now completely clear. Whilst all papers below the divider are requests for or enquiries about YETRU publications [and date from 1989] there are also such papers above the divider, amongst other papers [these cover the full date range of the file 1988 – 1992].

**MS 2009/B/4. Publications issued by YETRU. n.d..**

YETRU produced reports that were presented to sponsoring organisations, such as BTUC and WMCC. It also produced publications for a wider audience. Records reflecting this activity are included under MS 2009/B/2 [Financial Records] and also within the financial records of TURC Publishing, TURC Print and TURC Video above. An example of printed publications deposited at the time of cataloguing [April 2006] is listed under MS 2009/C/4 below.

Please note that a VHS video cassette entitled 'Rights Wot Rights!' was produced by TURC Video for YETRU and is listed at MS 2009/E/4 below

**MS 2009/C. TURC Publishing Ltd. 1985 - 1994.**

TURC Publishing was established in 1985 as a functional unit, to develop a sizable publishing and distribution operation as an asset for the whole Centre. In September 1986 it became a formal subsidiary of TURC Ltd as part of a major restructuring of the Centre. TURC Publishing Ltd was a company limited by guarantee and was set up to publish & distribute materials originating within TURC, within the Trade Union Research Network [TURN] or with outside bodies that it chose to distribute. The directors of TURC Publishing were nominees of the TURC Management Committee. This new structure was adopted, to protect as much as possible the assets and operations of TURC Ltd, in case legal action was taken for libel or under the Local Government Act against the publishing activities of the Centre. The legal status of TURC Publishing Ltd was similar to that of the similarly created TURC Video Ltd & TURC Print Ltd.

The personnel for TURC Publishing were initially drawn from within the main Centre, and retained their core duties. They were augmented however by members of TURN, who in addition to providing information also assisted in editorial work.

TURN was established to bring like minded individuals with research & other skills together with trade unionists and others. It was initiated by TURC research workers, and the relationship between the formally structured TURC and the less formal network was close. A regular report on the work of TURC Publishing, including individual publications and overall finances was required from the publications worker to the TURN Editorial Group. This report was also to be made to the TURC staff meeting, and where significant political & financial departures or commitment were involved, to the TURC Management Committee.

The TURN Editorial Group was a voluntary group elected from TURN general meetings plus co-optees. Its role was to ensure overall co-ordination of TURN and groups within the network. It worked collectively to discuss & administer such business as the growth of the Network, methods & priorities of publication & distribution of research work, finances, and communications from other groups etc. The group included TURC researchers, Network members and a publications / distribution worker. Any member of TURN was welcome to join the Group.

However, it also had responsibility for content of publications via a "contact / reader" system, and responsibility for the overall direction of publications including print runs & distribution. This assumption of a right to direct operations within TURC Publishing indicates a source of tension between the two bodies. Whilst TURC staff may be happy to have a counterpoint to the Management Committee, this Committee and the directors of TURC Publishing Ltd had defined responsibilities under company law. In contrast, TURN had no formal mandate to intervene in TURC's affairs and was dependent on the co-operation of TURC staff. Tension arose over the production schedule, with the Management Committee expecting TURC Publishing to produce the BTC Journal as instructed, and TURN seeking to influence this production schedule.

The impetus for a formal publishing operation had been a recognition that within the West Midlands, there was a need for an independent left pamphlet publisher which provided a service outside of specific interest groups (e.g. West Midlands Low Pay Unit, CND) & cheaper,

better designed and shorter than Pluto Press). An editorial policy was set that the envisaged series of pamphlets was not to have a specific line, Series of pamphlets was not to have line, other than being a non-racist, non-sexist, pro-working class one whose aim was to produce popular pamphlets at £1.00 or less written at a level between that of the Daily Mirror and the Guardian.

**MS 2009/C/2. TURC Publishing Ltd Financial Records 1985 - 1994.**

Summary budgets and projections were presented the TURC Management Committee and are listed under MS 2009/A/1. Records listed here deal with the operational aspects of TURC Publishing.

MS **TURC Publishing Ltd Accounting Records** 1985 - 1993

2009/C/2/1 This book was originally labelled 'Bank Ledger'. However, it contains five sections. December 1985 to March 1986 forms a cash book, with monthly receipts and payments being recorded. From April 1986 to September 1987 income only is recorded, but with annotated comments and figures added.

The format changes to a bank ledger between April 1990 and October 1992, where details of individual cheques banked are recorded. There is also a section for outputs and inputs from April 1989 to September 1991 for VAT accounts, together with a note of items that are not included in Total Sales and Purchases.

The final section records income and expenditure for April 1992 to March 1993, although no expenditure is occurred between November 1992 and March 1993.

Interleaved is a remittance advice slip from Leeds City Council dated 10/02/1990.

MS **TURC Publishing Ltd Day Book** 1985 - 1994

2009/C/2/2 This book is labelled 'Sales Day Book' and is divided into two sections. The Purchase Daybook covers December 1985 to July 1987. It contains an analysis of the total amount for each entry.

The second section is the Sales Day Book which covers April 1990 to March 1994. This records the number and value of publications sold to customers.

Interleaved with this book are a remittance advice from the Employment Department [29/01/1994] and an invoice from Midlands Electricity date 02/02/1995 and marked as paid.

MS **TURC Publishing Sales Ledger** 1986 - 1988

2009/C/2/3 This large ledger covers October 1986 to May 1988. Publications purchased by customers are recorded.



Many entries are obliterated by 'tippex' correcting fluid.

MS  
2009/C/2/4      **TURC Publishing Income & Expenditure Ledger**      1987 - 1991

This ledger is annotated as 'cash ledger' and commences in April 1987 and runs to September 1991.

There is also a section for outputs and inputs from April 1989 to September 1991 for VAT accounts, together with a note of items that are not included in Total Sales and Purchases.

Interleaved with this ledger is an annotated remittance advice from Heinemann [11/09/1989] a letter from Wolverhampton Polytechnic advising of the introduction of the automated payments of suppliers' invoices [nd] and a hand written note of items paid in [1992].

**MS 2009/C/4. Publications of TURC Publishing 1985 - 1989.**

TURC Publishing was responsible for publishing material produced by TURC and YETRU researchers. Prior to a separate publishing operation being established, TURC Ltd also published material. For convenience, all examples of TURC publications within this collection are listed here. These have a national relevance even if many of the examples are drawn from the West Midlands

MS  
2009/C/4/1      **Profit out of Health**      1980s

Produced by NALGO Birmingham and Solihull Health Branch and TURC, this pamphlet sought to raise awareness of issues arising from the Government's privatisation agenda for the National Health Service

MS  
2009/C/4/2      **Speak Up! Trade Union Responses to New Management Communications**      1985

This booklet [ISBN 0 906 890 69 1] was researched and written by Joel Cayford and jointly published by the Comedia Publishing Group and TURC.

It considers management communications methods and their aims and objectives. It also describes a number of trade union responses to such management approaches. The need for effective trade union communication strategies is examined, as is the role of video production.

The booklet contains a list of video workshops and independent producers in England that work with the trade union movement.

- MS  
2009/C/4/3
- The Firms that like to Say "No"! A Report into Racial Inequality in Employer Based Youth Training Schemes** 1988
- This report reflects the collaborative nature of TURC and YETRU. The report was produced by YETRU and published by TURC Publishing. The majority of the photographs used in the report were taken by George Makin, an employee of TURC.
- The Report was printed by the Russell Press (TU) of Nottingham and financial assistance was provided by the Barrow and Geraldine S. Cadbury Trust.
- The report highlighted racial inequality within the Youth Training Scheme, both within the West Midlands and nationally. Individual companies were highlighted as being responsible for such inequality and the Training Commission was criticised for failing to properly regulate equal opportunities amongst training providers. The ISBN number is 1 870691 016.
- MS  
2009/C/4/4
- The People's Century: Birmingham 1889 - 1989** 1989
- The Birmingham Labour History Group [BLHG] compiled this alternative view of Birmingham's history. It was published by TURC to co-incide with the official celebrations and publications sponsored by BCC to mark Birmingham's centenary as a City.
- This publication illustrates the inter-relationships within the local labour movement. The BLHG began as an evening class at Birmingham Trade Union Studies Centre and some members of the Group were also members of TURC and / or TURN.
- 'The People's Century' aimed to recapture the lives and aspirations of people whose stories are often only in the background of history books. The booklet therefore considered:
- Employed and Unemployed Struggles;
  - Tenants' Rights;
  - Fighting against Fascism and Racism;
  - Women Organising;
  - Culture and Politics: Education and Entertainment
- MS  
2009/C/4/5
- 'To the Fight' and 'Enough is Enough': Recordings in aid of the [NUM] Union Defence Campaign** 1984
- This copy was held by Paul Mackney [Chair of the Birmingham Trades Council Miners' Support Committee in 1984] and deposited with the City Archives in 2005.

This is a 'double A side' gramophone record of 45 rpm [revolutions per minute]. It was produced to raise funds for the [National Union of Miners] Union Defence Campaign and was published by TURC. The recordings were by Ron's Neighbours [To the Fight] and The Body of People [Enough is Enough].

The sound recordings were produced by Ivory at Rich Bitch Studio

### **MS 2009/C/5. Publications by bodies outside TURC 1975 - 1980s.**

This part of the collection contains a number of publications that are not directly associated with TURC. They are listed here for ease of reference, although they may have specific reasons for being in the collection. Where known, these reasons are recorded in the relevant description.

- |                  |   |       |
|------------------|---|-------|
| MS<br>2009/C/5/1 | <p><b><u>A Pictorial History of the Labour Party 1900 - 1975</u></b></p> <p>This booklet was published by the Labour Party to celebrate its seventy fifth anniversary. It described the growth of the Party including its victories and setbacks. It was promoted as containing much previously neglected archive material from a wide range of photographic sources.</p> <p>Although this publication would not be out of place in the TURC Library, it may have been included in this collection to support the research for 'The People's Century'</p>   | 1975  |
| MS<br>2009/C/5/2 | <p><b><u>Dudley Council Ltd. A Model for Tomorrow's Tory Councils</u></b></p> <p>Written by Andrew Johnson, Roger Kline and Geoff Poxon, this booklet was published and printed by Lookonit Publishing. This was a company established by the three authors to protect TURC from possible legal action. Roger Kline was a researcher with TURC and the other authors had connections with Dudley.</p> <p>The booklet was concerned with the impact of privatisation on local council services. The Conservative controlled Dudley Council was regarded as a pioneer in this field and was praised by the Party's Central Office. The authors investigated the policies and processes underpinning this from a trades union perspective.</p> | 1980s |
| MS<br>2009/C/5/3 | <p><b><u>Dudley Council Ltd (ii) The Scandal Continues</u></b></p> <p>Again published by Lookonit Publishing [by now operating from the TURC premises at Frederick St], this booklet was written by Andrew Johnson and Roger Kline. Geoff Poxon</p>   | 1985  |

undertook additional research.

This publication continued to highlight the impact of privatisation of local council services and the policies and processes that supported this. The booklet was billed as having startling new revelations about Dudley Council and how a political 'coup' in 1985 permitted the Conservative Party to resume power despite an electoral defeat in the 1984 local elections

MS  
2009/C/5/4

**Maire O'Shea: The Case against the Prevention of Terrorism Act**

1987

This booklet was written by Marc Metcalf [of TURC] and published by the Maire O'Shea Support Committee with support from the Troops Out Movement and the Labour Committee on Ireland.

The publication used the case of Doctor O'Shea [an Irish woman practicing medicine in Sparkbrook] to highlight perceived difficulties with the application of the Prevention of Terrorism Act. ISBN 0 948701 04 8

MS  
2009/C/5/5

**Trade Union Research and Resource Register**

1980s

This is a copy of the second edition of the Register [also called the TURN Directory]. Its purpose was to enable trade unionists and sympathetic researchers to have rapid access to like minded individuals with particular skills or interests. The Trade Union Resource Network provided the impetus for the development and maintenance of the Register. The Register consisted of a list of interest categories covered and then names and contact details of researchers [together with their particular interests].

**MS 2009/D. TURC Print Ltd. n.d..**

A Print function was established by TURC in 1983 to provide printing services to trades union branches and community groups. During 1984, a great deal of work was undertaken for Miners' Support Groups in the Midlands. In 1986 it became a separate subsidiary of the Centre.

In 1988 major refurbishment of the premises caused extensive water damage to electrical fittings and water stock, as well as general disturbance. This resulted in severe interruptions to production, and resulted in TURC instigating legal proceedings against their landlords. In 1989 TURC Print relocated to the ground floor. Further interruptions to productivity occurred during the planning and execution of this move.

TURC Print closed in 1992 when BCC reduced funding to cover only TURC's [original] core services of research and information.

**MS 2009/D/2. TURC Print financial records. 1984 - 1992.**

Summary budgets and projections were presented the TURC Management Committee and are listed under MS 2009/A/1. Records listed here deal with the operational aspects of TURC Print.

MS 2009/D/2/1	<b><u>TURC Print Income &amp; Expenditure Ledger</u></b> This ledger records income and expenditure by month [November 1984 to March 1989]. There is also an analysis of invoices raised for different categories of jobs. [This ledger was originally and labelled May 1985 – March 1989]	1984 - 1989
MS 2009/D/2/2	<b><u>TURC Print Job book</u></b> This notebook, covers February 1988 to August 1992. It records details of each job, including job number, customer, brief description of job and invoice number and date issued.  This job book should be studied in conjunction with MS 2009/D/2/3 and MS 2009/D/2/4 as invoices raised are tracked in the Sales Day Books e.g. job 6999 [raised during week commencing (w/c) 01/02/1988] for the Som Raj Defence Campaign generated invoice 50 [February 1988]. Similarly, job 8055 [w/c 22/05/1989] for the Indian Workers' Association generated invoice 55 [June 1989].  The invoice number [and month] listed will provide a direct cross reference to the corresponding entry in the Sales Day Book. However, the latter does not contain Job numbers so cross references back are more laborious as an invoice may be raised in a different week or month to the job.	1988 - 1992
MS 2009/D/2/3	<b><u>TURC Print Sales Day Book</u></b> This book and covers the period November 1984 to March 1989. It records details of each invoice raised by TURC	1984 - 1989

MS  
2009/D/2/3  
[continued]

Print, including Customer details and amount [Gross, Net and VAT component] together with invoice number, date raised and date paid.

This Sales Day Book should be studied in conjunction with MS 2009/D/2/2, as invoices tracked here relate to entries in the job book e.g. Invoice 50 [February 1988] relates to Job 6999 [raised w/c 01 /02/1988]. Please note that whilst direct cross references are made from the Job Book to the Sales Day book, these are not immediately apparent in reverse as job numbers are not recorded here. The invoice number does provide a cross reference, but it may be raised in a different week or month to the job.

MS  
2009/D/2/4

**TURC Print Sales Day Book**

1989 - 1992

This book covers the period April 1989 to September 1992. It records details of each invoice raised by TURC Print, including Customer details and amount [Gross, Net and VAT component] together with invoice number, date raised and date paid.

This Sales Day Book should be studied in conjunction with MS 2009/D/2/2, as invoices tracked here relate to entries in the job book e.g. Invoice 55 [June 1989] relates to Job 8055 [raised during week commencing 22/05/1989]. Please note that whilst direct cross references are made from the Job Book to the Sales Day book, these are not immediately apparent in reverse as job numbers are not recorded here. The invoice number does provide a cross reference, but it may be raised in a different week or month to the job.

**MS 2009/E. TURC Video Ltd. 1984 - 1993.**

A video function was established by TURC in 1984, as a consequence of its view that access to the Media represented a means of empowerment. In 1986 it became a separate subsidiary of the Centre. It was set up to undertake a wide range of video-related activities including production, operating a video library, promoting screenings of tapes, tape distribution and information and advice giving. It was committed to the opening up of the visual communication network to the whole community. TURC Video also provided video resources for community-based and independent producers in the West Midlands.

TURC's worsening financial situation led to Birmingham City Council requiring a re-organisation, and TURC Video merged with Wide Angle on 31st August 1992, their assets and business being transferred to the Birmingham Centre for Media Arts. This was jointly funded by Birmingham City Council and West Midlands Arts.

**MS 2009/E/2. TURC Video Ltd Financial Records. 1988 - 1993.**

Summary budgets and projections were presented the TURC Management Committee and are listed under MS 2009/A/1. Records listed here deal with the operational aspects of TURC Video.

MS 2009/E/2/1	<b><u>TURC Video Ltd Sales Day Book</u></b> This book covers the period April 1988 to December 1991. It records details of each invoice raised by TURC Video, including Customer details and amount [Total and VAT component] together with invoice number. The nature of the charge is also recorded; hire, wages, blank tapes, 'The Apartheid Connection', publications, library, production and other. The date of payment and issues of reminders [where appropriate] are also noted.	1988 - 1991
MS 2009/E/2/2	<b><u>TURC Video Ltd Sales Day Book</u></b> This book covers the period January 1992 to June 1993. It records details of each invoice raised by TURC Video, including Customer details and amount [Total and VAT component] together with invoice number. The nature of the charge is also recorded; hire, wages, blank tapes, library, distribution, postage and telephone. The date of payment is also noted.  There is also a section for bad debts written off as at 31/03/1993, covering June 1988 to April 1992.	1992 - 1993
MS 2009/E/2/3	<b><u>TURC Video Ltd Expenditure</u></b> This book covers the period October 1988 to September 1992. Details of specific items are recorded, including the amount and cheque number paid.	1988 - 1992

**MS 2009/E/4. TURC Video Ltd Publications. 1984 - 1985.**

Copies of video cassettes produced and published by TURC Video are included here.

MS **'Rights - wot Rights!'** 1984

2009/E/4/1

This is a VHS format video cassette and features animated cartoons as chapter headings.

A TURC researcher, Roger Kline is the interviewer and the opening sequence consists of a number of interviews conducted in Chamberlain Square, Birmingham.

Interviewers express their view of Youth training schemes.

Other chapters consider the health and safety implications for trainees and their entitlement to appropriate skills based training.

Steve Bell produced the cartoons based on his 'penguin' characters from the 'If' column in the Guardian newspaper. The animation was undertaken by Animation City.

MS **'Journalists' Tales'** 1985

2009/E/4/2

This VHS cassette also features animated cartoons as chapter headings. Production was funded by the National Union of Journalists and considered peoples' perceptions of journalists. It also addressed the reasons for industrial action by journalists, over censorship at the BBC about Ireland. [It was stated that secret broadcast guidelines for terrorism had been introduced.] Concern was also expressed about negative images of women and black people in the media.

Steve Bell produced the cartoons based on his 'reporter' characters from the 'If' column in the Guardian newspaper and parodied Robert Maxwell. The animation was undertaken by Bob Godfrey