

To: Mr. D.C. Potter

c.c. Mr. M.F. Broughton
Mr. D.P. Alvey
Mr. F.A. Burke

Guidelines 1989

Attached for information are copies of the Guidelines which have been sent out to the Operating Groups, plus a copy of the Chairman's covering letter which is similar for each.

No Guidelines have been sent to Imasco and I will let you know when I have established how the Chairman wishes to deal with them.

Regarding the Plans, you should have a copy of the timetable proposed for the CPC and Board reviews.

During the next fortnight, I hope to produce guidance notes for the Operating Group Planners regarding the required form and content of the Plans and I will check these with you before they are sent out to ensure that they do not conflict with the instructions you send out to the respective Finance Departments.

RS

R. Salter

RS/DJA
26th July 1989

Enclosures

Mr. Miley: I attach a full set of Guidelines for you to distribute to the Finance Managers.

201791642