

NOTE FOR TOBACCO EXECUTIVE COMMITTEEPRODUCT DEVELOPMENT MILLBANK

As a result of the agreed expansion of the Product Development Advisory service (copy of note of 29.1.79 and TEC Minute of 2.2.79 attached), we have reached the point where an increase in secretarial staff is essential if the Advisers are to work effectively.

The R. & D. Department in Millbank now has a complement of 8 as follows:

- 2 Product Development Advisers
- 1 Assistant Product Development Adviser
- 1 Product Development Assistant
- 1 Assistant Technical Administration
- 1 Secretary
- 1 Typist
- 1 Clerical Assistant

The Product Development activity represents a considerable expansion of new work in a new area compared with the R. & D. complement in 1974 which was:

- Departmental Head
- Product Development Chemist
- Assistant
- Secretary
- Typist
- Clerical Assistant

Prior to this the Department had two secretaries in Millbank. We have then effected a considerable expansion of technical staff without any expansion of secretarial assistance.

I have no doubt that output of the Product Development Advisers is now suffering because of the need for an additional secretary and I am satisfied that there is no way of significantly reducing the general R. & D. work. It is relevant to point out that savings were made in Production Department by transferring the whole of flavour records and control to R. & D. and savings in other Departments have been made by eliminating duplication of the R & D Report Library in Millbank.


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