



SCOTTISH OFFICE
WHITEHALL, LONDON SW1A 2AU

Clive Whitmore Esq
Principal Private Secretary
No 10 Downing Street
LONDON SW1

15 January 1982

Dear Clive,

EFFICIENCY STRATEGY 1982 - THE SCRUTINY PROGRAMME

I refer to your letter of 15 December. You will have seen my Secretary of State's letter of 13 January to the Chancellor of the Duchy of Lancaster explaining why he would not feel justified in undertaking a major scrutiny in addition to the participation of the Scottish Office in two of the 1982 exercises, resource control in the Scottish prison service and a scrutiny of personnel work in the Scottish Office.

Mr Younger accepts, however, that the smaller Departments outside the Scottish Office for which he is responsible should undertake scrutinies from time to time. In 1982 he proposes that the Department of the Registers of Scotland should undertake the small exercise described in the sheet attached. Mr Younger would be glad to know that the Prime Minister approves.

In your letter of 15 December you mentioned a presentation at 10 Downing Street on Wednesday, 24 February. As the Secretary of State indicated in his letter to Lady Young it seems desirable that the Scottish Office be added to the list of Departments mentioned in this connection in your letter.

A copy of this letter goes to the Private Secretaries to Sir Derek Rayner, Sir Douglas Wass and Mr Cassels.

Yours sincerely

John Wilson

91 A MUIR RUSSELL
Private Secretary

DEPARTMENT OF THE REGISTERS OF SCOTLAND

PROPOSED SCRUTINY 1982

Subject: Billing and collection of registration fees.

Cost: Salaries of 1 EO and 6 COs amounting to £37,859.

Reasons for selecting the subject:

At present some 1,200 deeds a day are received in the Department of the Registers. When the Department had completed the process of registration each deed is returned to the solicitor who submitted it together with a fee note which is generally typed but sometimes written by hand. Solicitors are dilatory in the payment of these fees and there is a system of reminder notices. The system is cumbersome, old-fashioned and open to error.

Terms of reference:

To devise an effective and efficient system of billing and collecting registration fees.

Proposed starting and finishing date:

As soon as approval is given - 2 months duration thereafter.

Examining Officer:

Mr David L Nicoll.

Minister responsible:

Mr Rifkind.

SCOTTISH OFFICE
15 January 1982

11 12 1
0 1 2
0 1 2
0 1 2
0 1 2
0 1 2
0 1 2
0 1 2

18 JAN 1982