

## RUTHERFORD AND APPLETON LABORATORIES NOTICES AND CIRCULARS

With the merger of the Appleton and Rutherford Laboratories on 1 September next, new series of Notices and Circulars which apply to matters of general concern throughout the combined Laboratories are being introduced. This is the first such Notice. The Notices and Circulars will be issued on the authority of the Director General or the Secretary.

The existing series of Appleton Laboratory and Rutherford Laboratory Notices and Circulars will continue covering matters specifically associated with the Chilton and Ditton Park (including ARD Culham, Chilbolton and Winkfield) sites. Current Notices and Circulars in these series will continue to apply until superseded.

J M Valentine  
Secretary

## APPLETON DIVISIONAL STRUCTURE

From 1 September 1979, under the Director Appleton, Professor J T Houghton, there will be two Appleton Laboratory Divisions within the merged Appleton and Rutherford Laboratories. Within these new Divisions, existing Appleton Divisions will be re-designated Groups.

The new structure is as follows:

Space and Astrophysics Division (Head: A H Gabriel)

Projects (P J Barker)

Satellite control and data processing (B R Martin)

Astrophysics (vacant)

Geophysics and Radio Division (Head: J T Houghton)

Special scientific responsibility for Radio Research (H Rishbeth)

Upper atmosphere (W C Bain)

Rocket and balloon support (J T Delury)

Radio propagation (J A Lane)

Chilbolton (R W Meadows)

Names rather than numbers have been chosen to designate the new Divisions and Groups. They are not meant to be fully comprehensive but to describe the main activities within each Division or Group.

Services provided by the present Appleton Administration Division will continue until further notice at Ditton Park. The recruitment of staff to mobile grades will however be organized by the Personnel Group at Chilton as will combined Rutherford and Appleton Laboratories Local Review Boards.

G H Stafford  
Director General

## NOTICE

3/79  
Sept. 1979

### NEW STATIONERY FOR THE COMBINED LABORATORIES

A new style of headed stationery and compliment slips will be available at all sites of the combined Laboratories from 1 October 1979. Only this style should be used for official communication after 1 October. Existing stocks should be returned to stores. You are requested to continue to use existing stocks of envelopes.

J M Valentine  
Secretary



## NOTICE

4/79  
Oct. 1979

### NEUTRON BEAM RESEARCH UNIT

The name of the Neutron Beam Research Unit is changed to Neutron Division with immediate effect. There will be no changes in its function or personnel.

J M Valentine  
Secretary

## NOTICE

5/79  
Oct. 1979

### THE ATLAS CENTRE

The group of buildings, R26, R27 and R30, at Chilton, which houses the Computing Division and associated activities is to be known as "The Atlas Centre".

J M VALENTINE  
Secretary



## NOTICE

6/79  
Nov. 1979

### SIGNING POWERS

1. Part of the system of financial management at the Laboratories is dependent on the commitment of funds by named people on particular projects within maximum amounts. The purpose of this notice is to restate the general rules and fix new limits in terms of grades. RLN 7/78 is hereby cancelled.
2. Division Heads may authorize commitments up to £10,000. In the absence of the Division Head, a deputy may sign up to the limit of £10,000 but must clearly indicate that he is signing on behalf of the Division Head. Division Heads may authorize members of their Division to sign on specific projects; these will normally be to a maximum for the appropriate grade as set out on page 2 of this Notice. Where it is considered appropriate, Division Heads may authorize university staff to sign on specified projects up to the limit of a staff member occupying an equivalent position. There is no difference in signing powers as between Capital and Non-Capital at below Director level.
3. Officers carrying out work on the N12's authorized in accordance with the above may enter into commitments within the N12 total up to twice the financial limit appropriate to their grade. The signatures of these officers, although not nominated to commit on the particular projects, will be acceptable provided that the N12 number is quoted.
4. The Chairman of the Accommodation and Building Sub-Committee may authorize commitments up to £25,000 for schemes which have been dealt with through that Committee.
5. Warrants on running contracts may be signed in accordance with the delegations issued by the Superintending Officer of the contract. Warrants on UKAEA contracts for outside manufacturing in excess of £2,000 in value required UKAEA Contracts Section approval before issue.
6. Existing lists of names with signing levels against projects will continue until further notice at the higher levels. Requests for changes in the signing power list should be made in writing to Finance and Accounts Group and must be authorised by the Division Head.

J M Valentine  
Secretary

### Signing Levels by Grade

	£
SPS0, Sup Eng, SP & Banded Staff	5,000
PS0, PPT0, Principal	2,500
SS0, PT01, SE0, Tech B	1,250
HS0, S0, PT0 11, HE0	500
PT0 111, E0, Non-Tech I	250
PT0 1V, Non-Tech 11, Chargehand	125

Signing levels of grades not specifically mentioned  
above according to maximum of salary scale.