

ARTS 1301-83



PO -CH /GH/0018



PART A

1983 BUDGET AIDE MEMOIRE

PO -CH /GH/0018

PART A



cc: Mr Burr  
Mr Godfrey  
Mr Batchelor  
Mr Tolkien  
Miss Birnie

NOTE FOR THE RECORD

BUDGET: AIDE MEMOIRE

Action to be taken as a result of a meeting on Tuesday,  
10 February 1981.

Mr Burr to agree with Mr Barton the number of Public Expenditure White Papers (PEWPs) required for distribution by the Chancellor's Office on Budget Day.

N.B. It was agreed that Inland Revenue, Customs and Bank of England would receive no copies of the PEWP distributed through the Chancellor's Office.

2. Mr Godfrey to confirm that none of the press notices relating to the Supply Estimates (which are also to be published on Budget Day) will be included in the packages of documents.

3. Mr Godfrey to confirm the names of the broadcasters (see item 44(b)-(e) in the aide memoire).

4. Mr Godfrey to inform Mr Batchelor of the number of non-press packages to be collected after the Speech once all orders are in. (Deadline of 17 February).

5. Miss Birnie and Mr Godfrey to discuss arrangements for the transport of documents to the House of Commons on Budget Day. (They are all to be brought to the CH/Ex's office (H/C instead of to different parts of the H/C)

6. Mr Godfrey to confirm numbers of documents needed for IDT's use.





7. Mr. Tolkien to circulate amendments to the Budget Aide Memoire when numbers of documents have been confirmed. (Items 1,4 and 6 above).

(D.J. BARTON)

12 February 1981







cc: Mr. Burr  
Mr. Tolkien  
Mrs. Broyd

NOTE FOR THE RECORD

PUBLIC EXPENDITURE WHITE PAPER (PEWP)

It has been agreed that the Chancellor's Office will distribute 30 copies, only, of the PEWP on Budget Day. A list of the recipients is below.

  
D.J. BARTON  
19 February 1981

Prime Minister	1	
Chancellor	1	
Chancellor's PSs	3	
Mr. Bush	2	(For NIO and Mr. Hubback)
ITN	1	
BBC	1	
BBC Radio	1	
IRN	1	
NEDO	1	
CBI	2	
TUC	2	
Conservative Research Dept.	2	
Mr. Shore	1	
Mr. Pym	1	
Mr. Foot	1	
Mr. Du Cann	1	
Mr. Stewart	1	
UKTSD	3	
UKREP	4	



MR TOLKIEN

cc: Mr Bush  
Mr Salveson  
Mr Hayden  
Mrs Broyd  
Mr Mann  
Mr Drane

BUDGET AIDE-MEMOIRE: NUMBERS OF DOCUMENTS TO BE DISTRIBUTED

As agreed at our meeting I have, with the assistance of others, reviewed the numbers of Budget press releases, speeches etc released to IDT and others on Budget Day by the Committee Section and CRU.

*The detailed position is:-*

	Speech	Snapshot	FSBR and Budget White Papers	PEWP	Press Notices TSY	Pub Ex	Other
Press Conferences							
Home	30	50	-				
Lobby	60 (inc 10 for over- seas reps)	70 (inc 10 for over- seas reps)	50	50	70 (inc 10 for overseas representatives)	70	70
Press	120	170	100	100	120	120	120
Non-Press (paying)	120	120	110	110	120	-	120
Other Govt Depts	20	20	20	20	25	25	25
IDT spaces	10	10	10	-	150	20	20
Tsy Mailing list	-	-	-	-	350	-	-
Total	360	440	290	280	835	235	355
Private office	own copies	90	sent direct	Sent via GEP	69	sent dir- ect	sent direct
Vote office	-	-	-	-	750	-	750



In the light of these figures the following changes need to be made to the aide memoire.

First page Summary CRU column to read "Speech 360\*", Snapshot 440, Resolutions Nil, FSBR 290, Command Papers 290, Press Notices Treasury 835, Budget non-Treasury 355, Pub Expenditure non-Treasury 235, PEWP 280."

Item 12 to read:

<u>Treasury PNs:</u>	Total required	1654
	Vote Office	750
	Chancellor's Office	69
	IDT and Treasury	
	mailing lists	<u>835</u>

Other Departments PNs: (except those relating to PEWP)

Total required	1174
Vote Office	750
Chancellor's Office	69
IDT	<u>355</u>

Other Depts PNs on PEWP

Total required	304
Chancellor's Office	69
IDT	235

Item 39

for "500" read "530"

Item 42

for "370" read "360"  
delete "overseas Press"

Item 47

for "400" read "440"



Item 48

- a) entry relating to the lobby conference should read  
"60 copies of Speech, 70 copies of snapshot and press notices and 50 copies of FSBR, PEWP and Command Papers to RG (for Lobby conference) "
- b) delete entry relating to overseas press conference

Item 62

amend figures to read:

- 270 copies of speech
- 320 copies of snapshot
- 240 copies of FSBR and Command Papers
- 2300 copies of PEWP (extra 45 to be sent direct to IDT for PEWP press conference and spares)
- 415 copies of Treasury Press Notices
- 165 copies of PEWP Press Notices
- 285 copies of other dept budget press notices.

Last page of Annex

Section marked "Despatched in bulk by CRU" to read:

	Speech	Snapshot	Resolutions	FSBR	PEWP	Other Cmnd Papers	Press Notices
48/61/66	90	120	-	50	50	50	70
62	270	320	-	240	230	240	415 (Tsy) 165 (PEWP)
Other IDT							285 (other Depts 350 (Tsy))
Total copies required	573	530	55	418	381	409	904 (Tsy) 304 (PEWP) 424 (other Depts)





I would be grateful if copy recipients could cast an eye over the figures to ensure that they agree with me. In particular I would be glad if Mr Drane and Mrs Broyd could note the number of FSBR and PEWP copies I shall need (to be delivered on Budget morning). To the extent that these are any other Command Papers, perhaps Mr Bush could see that I am supplied with the requisite number of copies.



A W BATCHELOR  
23 February 1981





Mr. Wiggins  
Mr. Jenkins  
Mr. Tolkien  
Miss Birnie  
Mr. D. Barton  
Mr. P. Butcher  
Mr. C. Bennett  
Mrs. Scott  
Miss P. Taylor  
Mr. T. Mathews  
Miss J. Swift  
Mr. Locke  
Mr. Warden  
Mr. Felstead  
Mr. J. Taylor  
Mr. Westwater  
Mr. Michael  
Mr. Milner  
Mr. Ridley  
Mr. Cropper  
Mr. Cardona

Mr. Unwin  
Mr. Allen  
Mr. Folger  
Mr. Bush  
Mr. Collins  
Mrs. Gilmore  
Mr. Monaghan  
Mr. Godfrey  
Mr. Macrae  
Miss Edwards  
Mr. Haydon  
  
Miss Peirson

Mr. Battishill  
Mr. Kelly  
Mrs. Hedley-Miller  
Mr. Mercer  
Mr. Salveson  
Mr. Warner  
Mr. Collinson  
Mr. Drain  
  
Mr. Chambers  
Mr. A. Batchelor  
Mr. Bobsin  
Mr. Carpenter  
Ian Stewart MP

PS/Inland Revenue  
PS/Customs & Excise

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#### BUDGET AIDE MEMOIRE

#### CHANCELLOR'S OFFICE TIMETABLE

I attach a copy of this year's revised (and hopefully finalised) Budget Aide Memoire. I should be grateful if all recipients would read it carefully and let me know of any errors or omissions.

2. As last year, the Public Expenditure White Paper will be published on Budget Day. This means there will again be a large volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).

3. Given that this Office will again be deluged with paper, we are therefore asking Treasury Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, HM Treasury. Only the numbers listed in the Annex for

/handling





handling by the Private Office - 213 Speeches, 92 Snapshots,  
40 Resolutions, 128 FSBRs, 119 Command Papers, 30 PEWPs,  
68 sets of Press Notices, (excluding non-Treasury PEWPs  
PNs 30 copies only), and 8 Budget Briefs should be sent here.

*R.I.T.*

R.I. TOLKIEN

23 February 1981



BUDGET 1981 : CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech	213	360	
Snapshot (incorporating Speech checklist)	92	440	Mr. Salveson will make his own arrange- ments
Resolutions	40	*	
FSBR	128	290	
Command Papers	119	285	
Press Notices	69	835 (Tsy)	
PEWP	30	355 (Non Tsy)	
PN's	30	280	
Brief	8	235	
<u>Code</u>			
JW	John Wiggins	(5728)	
PSJ	Peter Jenkins	(5418)	
RIT	Richard Tolkien	(5457)	
DB	Dave Barton	(5512)	
PB	Phil Butcher	(5597)	
CB	Chris Bennett	(3816)	
LB	Louise Birnie	(5487)	
CS	Chris Scott	(4262)	
PT	Pat Taylor	(3836)	
RC	Ron Carpenter	(5359)	
AB	Tony Batchelor	(4946)	
RG	Rosalind Gilmore	(3443)	
SG	Stanley Godfrey	(7616)	
CK	Chris Kelly	(7393)	
BC	B. Collins	(7426)	
AJS	A.J. Salveson	(4749)	
MM	Mike Mercer	(4696)	
CU	Central Unit	(3942)	
GH	George Haydon	(7565)	
WPU	Word Processing Unit	(8884)	

Distribution: (Further copies are available from Dave Barton)

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr. Wiggins	Mr. T. Mathews	Mr. Unwin
Mr. P.S. Jenkins	Miss J. Swift	Mr. Allen
Mr. R.I. Tolkien	Mr. Locke	Mr. Folger
Mr. D. Barton	Mr. Warden	Mr. Bush
Mr. P. Butcher	Mr. Felstead	Mr. Collins
Mr. C. Bennett	Mr. J. Taylor	Ian Stewart, MP
Miss L. Birnie	Mr. Westwater	Miss Peirson (GE)
Mrs. C. Scott	Mr. Michael	
Miss P. Taylor	Mr. Cropper	Mr. Nelson
	Mr. Cardona	
	Mr. Ridley	
	PS/Customs & Excise	
	PS/Inland Revenue	

<u>Parliamentary Section</u>	<u>FP</u>	<u>EO</u>
Mr. Salveson	Mr. Battishill	Mr. Chambers
Mr. Warner	Mr. Kelly	Mr. Batchelor
		Mr. Bobsin

<u>OF</u>	<u>IDT</u>	<u>Accounts</u>
Mrs. Hedley-Miller (Item 27)	Mrs. Gilmore	Mr. Collinson
Mr. Mercer (Items 15 and 68)	Mr. Monaghan	Mr. B.D. Smith
	Mr. Godfrey	
	Mr. Macrae	
	Miss Edwards	
	Mr. Haydon	

CHANCELLOR'S OFFICE

4 February 1981





Preparation in weeks before the Budget

- (1) Arrange audience of The Queen with her Private Secretary RIT
- (2) Arrange for sufficient 3600 machines, stocks of white and coloured paper and a mechanic on call to be available from Sunday. DB/AB
- (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. SG
- (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 9th March and on Budget Day. (For Private Office and IDT as well) RIT/CK
- (5) Submit publicity arrangements to Chancellor R.G.
- (6) Make arrangements for providing Press Gallery, P.A. and Reuters with Speech section by section. SG
- (7) Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.) AJS/LB
- (8) CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. LB writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PN's) CU/LB/AJ
- (9) Arrange for laying of White Papers, etc. AJS
- (10) Seek Chancellor's wishes as to speakers in Debate, inform them and the Whips. Take into account Minister's TV and Radio engagements. JW
- (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts) LB
- (12) Two weeks before Budget Day, LB writes to Vote Office about Resolutions, FBRR and PEWP arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:- LB/CU

<u>Treasury PNs</u>	Total required	<del>1,507</del> 1,663
	Vote Office	750
+	Chancellor's Office	68
	IDT and Treasury Mailing lists	845

Other Departments PNs (except those relating to public expenditure white paper)

	Total required	<del>1,574</del> 1,668
+	Vote Office	750
	IDT	350
	Ch's Office	68
<u>Other Departments' PNs on PEWP</u>	IDT	350
	Ch's Office	30



- (13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take PSJ, RT and LB with Speech sections to House at 3.00 p.m. on Budget Day LB
- (14) Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70 CS
- (15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolutions, PEWP and other Command papers from Enquiry Room after the Chancellor has sat down, viz:- PB
- (a) NEDO (211 3000) )Each to have 3 copies of Speech,  
 CBI (930 6711 311) )Snapshot, FSBR, Command Papers,  
 TUC (636 4030) )any Press Notices and 2 copies  
 Conservative Research)of the PEWP (except NEDO)  
 Dept (222 9000) )
- (b) PB to arrange with Principal in IG3 Division (MM) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (excluding PEWP) (12 sets in all)
- (c) PB to arrange with Mr. Bush for him to pick up 1 copy each of Speech, FSBR, PEWP, other Command Papers and Press Notices for Mr. Hubback, Clerk to the Treasury and Civil Service Committee
- (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 9 March at the latest. LB
- (17) Thursday 5 March  
 Inform IDT of likely length of Speech. JW/AE
- (18) Friday 6 March  
 Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS JW
- (19) Submit draft Checklist to Chancellor's Office CU
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box BC/RI
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office BU/CU
- (22) Submit final draft of TV speech if available Mr. Cropper  
 RG



Saturday before Budget

- (23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.

Work as necessary to produce final version of Speech (Word processing unit available all day)

Chancellor: photo-call in Surrey

(NB IDT to be informed of any interesting pre-Budget weekend invitations)

- (24) Type Chancellor's speaking copy of Speech section by section on A4 paper AB/WPU
- (25) Type Checklist on A4 paper CS
- (26) Check and make corrections in Chancellor's speaking copy, section by section Chancellor's Office/WPU
- (27) Roll off and collate 38 copies of speech for: PT

- Private Secretaries (3)

- EB (3 copies) - to check Brief, Snapshot and guidance telegrams

- Mrs Hedley-Miller - to prepare telegrams to overseas Governments:

(a) Chancellor to EEC Finance Ministers

EEC Commissioner for Financial and Monetary Affairs

MD of IMF

Finance Ministers in US, Japan and Canada

(b) Sir Douglas Wass to Members of Co-ordinating Committee

- Governor, Treasury Ministers (5)

- Permanent Secretaries, PS/IR, PS/C&E, Deputy

Secretaries, Mr Unwin, Mr Battishill, Mrs Gilmore,

Mr Salvesson, Mr Ridley, Mr Cropper, Mr Cardona, Mr Folger (24)

Mr. Bridgeman, Mr. Kemp

Arrange with BC for EB's copies to be delivered on Saturday

LB/BC

- (28) Send speaking copy and spare to Chancellor JW

Monday 9 March

- (29) 9.00 a.m. Ensure that copies circulated by hand as in item 27 DB

- (30) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief, Snapshot during course of day BC

- (31) Confirm likely length of speech with IDT to guide radio/TV JW



- (32) By 2 p.m. start amending speech as necessary WPU
- (33) Check any corrections section by section Chancellor's Office
- (34) Chancellor due at Buckingham Palace, 5.15 p.m.
- (35) Receive Snapshot from EB(BC) for checking PSJ/BC
- (36) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JW/WPU
- (37) Final check of Snapshot before collating. PSJ
- (38) Photocopy 30 copies of final text, section by section, for PT
- Chancellor
  - Prime Minister
  - Treasury Ministers (4)
  - Officials and Advisers (20 - listed in annex)
  - Private Secretaries (4)
- (39) Roll off 220 copies of speaking copy, section by section and 530 copies of snapshot (White Paper) PT/CRU

BUDGET DAY: Tuesday 10 March

- (40) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) SG
- (41) 0930 : Budget Cabinet.
- (42) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 360 copies to be rolled off for distribution to the Lobby. and Press Gallery in House of Commons and to IDT (see Items 49 and 62). From Private Office production of Speech (220 copies) send 2 copies by hand to BC (EB Room 9/3) as soon as possible to be marked up for PA/Reuters/radio/TV). AB/CB  
When master copy of "marked up" speech is returned to the private office, six copies to be made for BBC TV, BBC Radio, IRN, ITN, PA and Reuters.





- (43) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex DB
- (44) Prepare packages as follows: PB/CS
- (a) Press Gallery via LB (see also item 59)
- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 copy of Snapshot, with Checklist, with each final section (ie 30 snapshots)
- (b) ITN, Wells Street
- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Sue Tinson, ITN Budget Programme
    2. Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.
- (c) BBC, TV White City
- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 2 unstapled Speech with sidelines and headlines for page-by-page distribution\* (1 for Mr. Tam Fry) (For Palantype)
  - 3 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. Peter Oppenheimerand to be handed over at end of Speech.
- (d) BBC Radio, Broadcasting House
- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Dominick Harrod  
BBC Economics Correspondent
    2. Producer, PM Budget SpecialNB: These envelopes to be handed over at end of Chancellor's Speech



(e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page by page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

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- \* 4 'marked-up' copies of Speech (unstapled) are to be provided by Mr Collins to Mrs C Scott by 2.30 p.m. (Mr Collins will also supply 2 copies to RG for P.A. and Reuters)

BC

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(45) Check arrival in Chancellor's Office of 40 copies of Resolutions from Parliamentary Counsel's Office, 128 copies of FSBR from Treasury Accountant, 120 copies of Command papers, 30 copies of PEWP and 8 Briefs (From EB - first 3 to JW, RIT and PSJ)

DB/CB/PB

(46) Issue 128 copies of FSBR, 119 copies of Command papers, 30 copies of PEWP, 40 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JW, MAH and RIT)

DB/CS

(47) 440 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62. (see also item 40).

CB/PB

(48) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

PC

30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons

60 copies of Speech, 50 copies of FSBR, PEWP and Command Papers and 70 copies of snapshot and Press Notices to RG (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".



40 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to IDT

The above parcels should then be packed for transmission to the House (see item 62)

(49) Start collation of full text of Speech with index and checklist  
Clerks and Typists

(50) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last  
AJS

(51) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, Command Papers to:-  
CS

Prime Minister )  
Chief Secretary )  
Financial Secretary )  
Ministers of State )  
Officials, etc. (See Annex for list 20)) 25

Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JW (N.B. This would mean a commensurate increase in the number of copies needed)

(52) At 12.30 p.m.: SECRET envelopes containing Speech and FSBR, to be given to messengers from:-

- Customs & Excise (6 copies of each)
- Inland Revenue (6 copies of each)
- Bank of England (6 copies of each plus 6 copies of press notices)

(LB to arrange that these messengers come to the Chancellor's messengers' lobby)  
LB

(53) At 12.30 p.m.: 15 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to RG for allocation to members of IDT (Copies of Brief will be sent direct to RG by EB) (and monitoring teams.)  
1 set of above to Mr Bush (for Northern Ireland Office)  
PB/BC

(54) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers, PEWP and Press Notices to be given to JW, PSJ and RIT, and of speech only to LB  
CS

(55) 1 set each of Speech, FSBR, PEWP and Command Papers in sealed envelopes addressed to:  
CS



Speaker (Excluding PEWP)  
Leader of the House of Commons

Leader of the House of Lords (Excluding PEWP)

Leader of the Opposition (Mr Foot)  
Shadow Chancellor (Mr Shore)  
Chancellor's PPS (Mr Ian Stewart MP)  
Mr Christopher (IRSF) - plus Press Notices (Excluding PEWP)  
Sir William Clark (Chairman of Conservative  
Finance Committee)

Mr Joel Barnett, Chairman PAC (Excluding PEWP)  
Mr Edward Du Cann, Chairman Treasury and CSD  
Select Committee

to be given to LB to take to House (to be given out after  
Speech)

- (56) Make up Budget Box using Gladstone Box for Chancellor  
with speaking copy of Speech, and copies of FSBR,  
Resolutions, Command Papers, PEWP and Press Notices.

JW

Budget Day: After lunch

- (57) Envelope copies of Speech for distribution to Members  
of the Cabinet (other than PM, Chancellor of the  
Duchy, Chief Secretary and Lord President) to be  
despatched after the Chancellor has sat down. (For named  
Ministers etc. see Item 55)

- (58) LB takes 30 copies of sectioned versions of Speech  
and snapshot to Chancellor's room at the House for IDT  
(for release during Speech). (See also item 45(a))

LB

- (59) AJS arranges for copy of Speech to be taken to Speaker's  
Office

AJS

- (60) During the Budget Speech: The sections will be  
released to the Press Gallery, TV, radio and IDT  
monitoring teams by the following drill:

- (a) In the Press Gallery, Mrs Gilmore will release  
on a page-by-page basis to the Press Association and  
Reuters the specially side-lined copies of the  
Speech (provided direct by Mr Collins). Mrs. Gilmore  
will also authorise the release of the 30  
sectioned copies of the Speech by the member of  
IDT on duty outside the Press Gallery.
- (b) In the 4 broadcasting studios (ITN, BBC-TV, BBC radio  
and IRN) the page-by-page unstapled copy of the  
Speech and the sectioned copies of the Speech will  
be released when the Treasury Official hears (from  
the Radio 4 live speech broadcast) that the page/  
section has been completed.





- (61) After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 48 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences. PC
- (62) After Speech has started allow access to Committee Section to representatives of IDT who will pack:
- 270 copies of Speech (supplied by CRU)
  - 240 copies of FSBR and Command Papers
  - 285 copies of other Depts. Budget Press Notices
  - 320 copies of Snapshot
  - 230 copies of PEWP (extra 45 to be sent direct to IDT for PEWP Press conference and spares)
  - 415 copies of Tsy Press Notices
  - 165 copies of PEWP Press Notices.
- in envelopes for Press and other callers to collect
- (63) During Speech: Note changes from typed version RIT  
At end of Speech
- (64) Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 56) LB
- (65) Despatch by hand copies of Speech to other members of Cabinet (see Item 57) DB
- (66) On instructions from LB, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61) LB
- (67) Take 1 copy to Official Reporters LB
- (68) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal in IG3 Division DB/MM
- (69) Send copies as follows: PB
- |                                       | <u>Speech and<br/>Brief</u> | <u>Snapshot,<br/>Resolutions,<br/>Press Notices</u> | <u>FSBR</u> | <u>Cmd Papers</u> |
|---------------------------------------|-----------------------------|---|-------------|-------------------|
| Mr. J. Anson,<br>UKTSD,<br>Washington | 1                           | 3   | 12          | 3                 |
| Mr. R. Butt<br>UKREP Brussels         | 1                           | 3   | 6           | 6                 |
- Send 1 copy of each of above papers to:  
 Director of British Information Services, NY
- Miss J. Collings, British Embassy, Paris. BY 6.00 pm Bag

(Copies obtained from CS: See Item 45)



(70) Give 8 copies of Speech to AJS for the Libraries  
of the House of Commons and the House of Lords

LB

(71) Ensure all officials covering the Official Box have  
copies of the Brief

LB

CHANCELLOR'S OFFICE  
4 February 1981



BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

BY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
a.m.							
42	2						Mr Collins, EB Room 10/3 (via DB)
12.30 p.m.							
38/51	27	27	27 (for PM)	1	27	-	
Single copies as indicated to be sent by hand to:							
	PM (No.10)	Sir Douglas Wass			Mr Littler		Mr Hancock
	Chief Secretary	Mr Ryrie			Mr Barratt		Mr Middleton
	Financial Secretary	Mr Burns			Mr Byatt		Mr Unwin
	Minister of State (C)	Sir Kenneth Couzens			Mr Bailey		Mrs Gilmore Mr Bridgeman
	Minister of State (L)	Sir Anthony Rawlinson			Mr Folger		Mr Battishill Mr Kemp
		Sir Douglas Lovelock					Mr Ridley
		Sir Lawrence Airey					Mr Cropper
52	6 (Each to send messenger to Chancellor's messengers' lobby)	-	6		6	-	Mr Cardona Customs & Excise
	6	-	6		6	-	Inland Revenue
	6	-	6		6	6	Bank of England
		<u>Snapshot</u>					
53 (a)	15	15	-	15	15	15	RG (via DB)
(b)	1	1	1	1	1	1	Mr Bush (for N.I.O.)
54	1	1	1	1	1	1	JW
	1	1	1	1	1	1	PSJ
	1	1	1	1	1	1	RIT
	1	-	-	-	-	-	LB
<u>After Lunch</u>	57 0	Speaking copy 1	1	1	1	1	Chancellor (with Brief) Speaker's Office (via AJS)



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u> <u>(with checklist</u> <u>incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other</u> <u>Command</u>	<u>Press</u> <u>Notices</u>	
<u>During Speech</u>								
44/48	30	30 <sup>∅</sup>	-	-	-	-	-	Press Gallery (via LB)
44/60	16*+	-	-	-	-	-	-	ITN
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	1	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	11*+	-	-	-	-	-	-	BBC
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	1	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	10*+	-	-	-	-	-	-	BBC Radio
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	1	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	5*+	-	-	-	-	-	-	IRN
	1*	1 <sup>∅</sup>	-	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	LBC
<u>At end of Speech</u>								
15/68	3	3	-	3	-	3	3	NEDO
	3	3	-	3	2	3	3	CBI
	3	3	-	3	2	3	3	TUC
	3	3	-	3	2	3	3	Conservative Research
	13	12	-	13	-	13	13	Diplomatic Dept. Missions (via MM)
	1	-	-	1	1	1	1	Mr Hubback (via Mr Bush)
55/64	9	-	-	9	6	9		Single copies as indicated via LB to:- (Except PEWP)
		+ Includes 1 marked up and unstapled copy						Mr Shore
		* Sectioned						Speaker Sir W Clark
		∅ With final section/at end of speech						Mr Pym Mr Stewart
								Lord Soames/ (Except PEWP)
								Mr Foot Mr Du Cann Mr Joel Barnett
								Press Notices (Except PEWP)
	1	1	-	1	-	1	1	(Mr Christopher (IRSF))





<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u> (with checklist incorporated)	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other</u> <u>Command</u> <u>Papers</u>	<u>Press</u> <u>Notices</u>		
<u>At end of speech (contd.)</u>									
65	18	-	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lord Soames)	
69	1	3	3	12	3	3	3	UKTSD <sup>∅</sup>	
	1	3	3	6	4	6	3	UKREP Brussels <sup>∅</sup>	
	1	1	1	1		1	1	BIS, NY <sup>∅</sup>	
	1	1	1	1		1	1	BE, Paris <sup>∅</sup>	
70	8							Mr Salveson <sup>∅</sup> (For House Libraries)	
<hr/>									
Total of above	213 (plus speaking copy)	92	40	128	30	119	68 (30 only of other Depts. PEWP PNs)	Brief: 5 ( <sup>∅</sup> with Brief)	
Despatched in bulk by CRU									
48/61/66	90	120		50	50 <sup>+</sup>	50	415(Tsy)	Mr Batchelor	
62	270	320		240	230 <sup>+</sup>	240	165(PEWP)	in CRU	
Other IDT	-	-		-	-	-	285(other Depts)	(for IDT)	
	+ GE to provide copies direct to IDT							380(Tsy)	
<hr/>									
Total copies required	573	532	40	418	301 <sup>+</sup>	409	904(Tsy) 265(PEWP) 424(Other Depts)	Brief: 8	

\*750 additional copies of Treasury and non-Treasury Press Notices (except other Departments' p.e.w.p. notices) will be sent direct to AJS by Departments responsible (see Item 12)

<sup>†</sup>Reproduced in Chancellor's Office





cc: Mr. Burr  
Mr. Tolkien  
Mrs. Broyd

CORRIGENDUM TO NOTE FOR THE RECORD CIRCULATED ON 19 FEBRUARY  
ABOUT THE DISTRIBUTION OF THE PUBLIC EXPENDITURE WHITE PAPER

Please add "Sir William Clark" and delete "NEDO" to the  
list of recipients of the PEWP that the Chancellor's  
Office will distribute.



(D.J. BARTON)  
24 February 1981





Mr. Wiggins	Mr. Ridley	Mr. Mortimer
Mr. Hall	Mr. Cropper	Mrs. Hedley-Miller
Mr. Tolkien	Mr. Cardona	Mr. Dyer
Miss Birnie	Mr. Unwin	Mr. Warner
Mr. Barton	Mr. Bottrill	Mr. Collinson
Mr. McSharry	Mr. Folger	Mr. B.D. Smith
Mr. Bennett	Mr. MacAuslan	Mr. Chambers
Mr. Butcher	Mr. Way	Mr. Batchelor
Mrs. Scott	Mr. Davies	Mr. Bobsin
Miss Taylor	Mr. Mower	
Mr. Pirie	Mr. Godfrey	Ian Stewart, MP
Mr. Watts	Mr. Browning	
Mr. Locke	Mr. Page	PS/Inland Revenue
Mr. Warden	Miss Partridge	PS/Customs & Excise
Mr. Felstead	Mr. Haydon	
Mr. J. Taylor	Mr. Mercer	
Mr. Ellis	Mrs. Broyd	
Mr. Brotherton	Mr. Battishill	

BUDGET AIDE MEMOIRE : CHANCELLOR'S OFFICE TIMETABLE

There have been a number of changes, some important, some minor, to the arrangements set out in the annex to my minute of 12 March.

2. Most importantly, the numbers of the various documents required have changed significantly. Louise Birnie will be writing to outside departments, but the Chancellor's departments are asked to study the revised annex (attached) very carefully. I very much hope that these revised arrangements will be positively final!

3. Apart from the new annex, which should be substituted for the earlier version, the following amendments should be made:-

Cover sheet to aide memoire  
Initial table should be amended as follows:-

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech and Checklist	213	370	
Snapshot ( <u>all</u> produced in Private Office)	90	400	Mr. Dyer will make his own arrangements
Resolutions	55	-	
FSBR	128	250	
Command Papers	119	250	
Press Notices	69	700 (Tsy)	
		350 (Non-Tsy)	/Code
Brief	8	-	





Add to Code

	PB	Phil Butcher	(5597)
Substitute for Margaret O'Mara	MM	Mike Mercer	(4696)

Distribution

Substitute Mrs. Broyd (PE) for Miss Peirson

Item (12)

Total numbers of all press notices required by the Chancellor's Office should now be 75. Totals should be amended accordingly.

Item (15)

Amend second half to read:

- (b) DM to arrange with Principal in IG3 Division (MM) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (11 sets in all)
- (c) DM to arrange with Mr. MacAuslan for him to pick up 1 copy each of Speech, FSBR, Resolutions, Command Papers and press notices for Mr. Hubback, Clerk to the Treasury and Civil Service Committee.

(Item 27)

For "33" read "34".

Add Mr. Folger to list of officials, and substitute "22" for "21"

(Item 39)

Substitute "30" for "29", "21" for "20" and "4" for "3"  
(Private Secretaries)

(Item 40)

For "194" substitute "220" and  
for "464" substitute "500"

/(Item 43)







(Item 43)

For "340" read "370"

The items in brackets should be "49" and "63".

For "194" substitute "220"

Delete final sentence

(Item 45(b))

Add at end "to be handed over at end of speech"

Item (45(c))

After "2 separate envelopes" insert "containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, and delete this passage at end."

Item (45(d))

For "4" copies substitute "10 copies"

Redraft final part of this sub-item as follows:-

- "2 envelopes, each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-

(1) Dominick Harrod  
BBC Economic Correspondent

(2) Producer, PM Budget Special

NB: To be handed over at end of Chancellor's Speech

Item (46)

Numbers should be 58, 130, and 120, and NOT 43, 114, and 105

Item (47)

Numbers should be 128, 119, and 55, and NOT 114, 105, and 43

Item (48)

Read "400" for "385". Add: "(see also item 40)"

Item (49)

In front of "50 copies of Snapshot ..." insert "30 copies of Speech and ....."





Item (49) contd.

For "Mr. Davies" substitute "Miss Partridge"

Item (52)

"25" should read "26".

"See Annex for list (20) should read "See Annex for list (21)"

Item (54)

Add below existing item:

"1 set as above to Mr. MacAuslan (for Northern Ireland Official)

Item (56)

Add the following names to the list:-

Mr. Joel Barnett, Chairman PAC

Mr. Edward Du Cann, Chairman Treasury & CSD Select Committee

Item (62)

Insert "press gallery" before "lobby and ...."

Item (63)

Substitute "165" for "150"

Item (69)

Delete "Australian and New Zealand High Commissions ..... to end

Redraft as follows:

"Diplomatic Missions to Principal in IG3  
Division, and for Mr. Hubback to Mr. MacAuslan  
(see Item (15))

DB/MM

I apologise for the large number of amendments. There are, however, honourable precedents.

A handwritten signature in blue ink, appearing to read "M.A. Hall".

(M.A. HALL)

18 March 1980



BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

BY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u> (with checklist)	<u>Resolutions</u>	<u>FSBR</u>	<u>Command</u> <u>Papers</u>	<u>Press</u> <u>Notices</u>
-----------------	-----------------------------------	--------------------	-------------	---------------------------------	--------------------------------

a.m.	43	2				Mr. Way, EB Room 10/3 (via DB)
------	----	---	--	--	--	-----------------------------------

<u>12.30 pm</u>	39/52	26	26	26	26	-
-----------------	-------	----	----	----	----	---

Single copies as indicated to be sent by hand to:

PM (No.10)	Sir Douglas Wass	Mr. Littler	Mr. Hancock
Chief Secretary	Mr. Ryrie	Mr. Barratt	Mr. Middleton
Financial Secretary	Mr. Burns	Mr. Byatt	Mr. Unwin
Minister of State (C)	Sir Kenneth Couzens	Mr. Bailey	Mr. Davies
Minister of State (L)	Sir Anthony Rawlinson	Mr. F. Jones	Mr. Battishill
	Sir Douglas Lovelock	Mr. Folger	Mr. Ridley
	Sir Lawrence Airey		Mr. Cropper
			Mr. Cardona

53	6 (Each to send messenger to Chancellor's messengers' lobby)	-	6	6	-	Customs & Excise
	6	-	6	6	-	Inland Revenue
	6	-	6	6	6	Bank of England

		<u>Snapshot</u>				
54 (a)	18	18	-	18	18	18
(b)	1	1	1	1	1	1
55	1	1	1	1	1	1
	1	1	1	1	1	1
	1	1	1	1	1	1
	1	1	1	1	1	1

<u>After</u>	57	Speaking copy	1	1	1	1	Chancellor (with Brief)
<u>lunch</u>	60	1	-	-	-	-	Speaker's Office (via BOD)



<u>Item No.</u>	<u>Speech</u> (with checklist)	<u>Snapshot</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Command Papers</u>	<u>Press Notices</u>	
<u>During Speech</u>							
45/59	30*	30 <sup>∅</sup>	-	-	-	-	Press Gallery (via LB)
45/61	16*+	-	-	-	-	-	ITN
	2*	2 <sup>∅</sup>		2 <sup>∅</sup>	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	11*+	-	-	-	-	-	BBC
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	10*+	-	-	-	-	-	BBC Radio
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	5*+	-	-	-	-	-	IRN
	1*	1 <sup>∅</sup>	-	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	LBC
<u>At end of Speech</u>							
15/69	3	3	1	3	3	3	NEDO
	3	3	1	3	3	3	CBI
	3	3	1	3	3	3	TUC
	3	3	1	3	3	3	Conservative Research
	11	11	11	11	11	11	Diplomatic Dept. Missions (via MM)
	1	1	1	1	1	1	Mr. Hubback (via Mr. Mac- Auslan)
56/65	9	-	-	9	9		Single copies as indicated via LB to:
							Mr. Healey
							Speaker Sir W. Clark
							Mr. St. John Stevas Mr. Stewart
							Lord Soames/Earl Ferrers
							Mr. Callaghan Mr. Du Cann
							Mr. Joel Barnett
							<u>Press Notices</u>
	i			1	1	1	(Mr. Christopher (IRSF))
							+Includes 1 marked up and unstapled copy
							*Sectioned
							∅With final section/at end of speech





<u>Item No.</u>	<u>Speech</u> (with <u>checklist</u> )	<u>Snapshot</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Command</u> <u>Papers</u>	<u>Press</u> <u>Notices</u>	
<u>At end of speech (contd.)</u>							
66	18	-	-	-	-	-	Cabinet (except PM Mr. St.J. Stevas, CST, Lord Soames) Minister of Transport
70	1	3	3	12	3	3	UKTSD $\emptyset$
	1	3	3	6	6	3	UKREP Brussels $\emptyset$
	1	1	1	1	1	1	BIS, NY $\emptyset$
	1	1	1	1	1	1	BE, Paris $\emptyset$
71	8						Mr. Dyer $\emptyset$ (For House Libraries)
Total of above	213 (plus Speaking copy)	90	55	128	119	69	<u>Brief: 5</u> ( $\emptyset$ with Brief)
Despatched in bulk by CRU							
49/62/67	115	150		85	85	100	Mr. Batchelor in CRU
63	255	250		165	165	250	(for IDT)
Other IDT	-	-		-	-	350 (Treasury only)	
Total copies required	583	490	55	378	369	4769 (Treasury*) 419 (non-Treasury)*	<u>Brief: 8</u>

\*750 additional copies of Treasury and non-Treasury Press Notices (except other Departments p.e.w.p. notices) will be sent direct to BOD by Departments responsible (see Item 12\_

+Reproduced in Chancellor's Office





Mr. Wiggins  
Mr. Hall  
Mr. Tolkien  
Miss Birnie  
Mr. D. Barton  
Mr. D. McSharry  
Mr. C. Bennett  
Mrs. Scott  
Miss P. Taylor  
Mr. A.C. Pirie  
Mr. R. Watts  
Mr. Locke  
Mr. Warden  
Mr. Felstead  
Mr. J. Taylor  
Mr. Ellis  
Mr. Brotherton  
Mr. Ridley  
Mr. Cropper  
Mr. Cardona

Mr. Unwin  
Mr. Bottrill  
Mr. Folger  
Mr. MacAuslan  
Mr. Way  
Mr. P.G. Davies  
Mr. Mower  
Mr. Godfrey  
Mr. Browning  
Mr. Page  
Miss Partridge  
Mr. Haydon  
Miss Peirson

Mr. Battishill  
Mr. Mortimer  
Mrs. Hedley-Miller  
Miss O'Mara  
Mr. Dyer  
Mr. Warner  
Mr. Collinson  
Mr. B.D. Smith  
Mr. Chambers  
Mr. A. Batchelor  
Mr. Bobsin  
Ian Stewart, MP  
PS/Inland Revenue  
PS/Customs & Excise

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BUDGET AIDE MEMOIRE : CHANCELLOR'S OFFICE TIMETABLE

I attach a copy of this year's Budget Aide Memoire. It is substantially different from the document issued in previous years, and I should be grateful if all recipients would read it carefully and let me know of any errors or omissions.

2. The most substantial difference this year is that the Public Expenditure White Paper will be published on Budget Day. This will greatly increase the volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).

3. The other main difference is of the procedure for handling the various documents (see Items 12 and 16). This office will be deluged with paper, and we are therefore asking Treasury





Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, H.M. Treasury. Only the numbers listed in the Annex for handling by the Private Office - 194 Speeches, 79 snapshots, 43 Resolutions, 114 FSBRs, 105 Command Papers (including PEWP), 51 sets of all press notices, and 8 Budget briefs should be sent here.

4. Not many people with previous experience of the nuts and bolts of the Budget will be available this year. I think therefore that it will be helpful to have a final run-through the Aide Memoire immediately before the Budget, and I shall set something up next week for those immediately concerned.

*M.A.H.*

(M.A. HALL)  
12th March 1980



BUDGET 1980 : CHANCELLOR'S OFFICE TIMETABLE

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Total number of papers distributed under these arrangements (see Annex)

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech and Checklist	194	340	
Snapshot (all produced in Private Office)	79	385	Mr. Dyer will make his own arrangements.
Resolutions	43	-	
FSBR	114	235	
Command Papers	105	235	
Press Notices	51	700 (Tsy)	
Brief	8	350 (Non-Tsy)	
<u>Code</u>			
MO'M	Margaret O'Mara	(4621)	
PC	Peter Chambers	(5359)	
BOD	Brian Dyer	(4749)	
PGD	Peter Davies	(3443)	
SG	Stanley Godfrey	(7616)	
DM	Dave McSharry	(5597)	
DB	David Barton	(5512)	
BU	Brian Unwin	(3016)	
MAH	Martin Hall	(5418)	
JEM	Jamie Mortimer	(7393)	
LB	Louise Birnie	(5487)	
CS	Chris Scott	(4262)	
PT	Pat Taylor	(3836)	
JW	John Wiggins	(5728)	
CU	Central Unit	(3942)	
GW	G. Way	(7426)	
AB	Tony Batchelor	(4946)	
WPU	Word processing unit	(8884)	

Distribution: (Further copies are available from David Barton)

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr. Wiggins	Mr. A.C. Pirie	Mr. Unwin
Mr. P. Butcher	Mr. R. Watts	Mr. Bottrill
Mr. D. Barton	Mr. Locke	Mr. Folger
Mr. M.A. Hall	Mr. Warden	Mr. MacAuslan
Miss L. Birnie	Mr. Felstead	Mr. Way
Mrs. Scott	Mr. J. Taylor	
Miss Taylor	PS/Customs & Excise	
Mr. D. McSharry	PS/Inland Revenue	
Mr. C. Bennett	Mr. Ellis	
	Mr. Brotherton	Ian Stewart, MP
	Mr. Cropper	Miss Peirson (GE)
	Mr. Ridley	Mr. Nelson
	Mr. Cardona	

Parliamentary Section

Mr. Dyer  
Mr. Warner

FP

Mr. Battishill  
Mr. Mortimer

OF

Mrs. Hedley-Miller (Item 27)  
Miss O'Mara (Items 15 and 69)

Accounts

Mr. Collinson  
Mr. B.D. Smith

EO

Mr. Chambers  
Mr. Batchelor  
Mr. Bobsin

IDT

Mr. Davies  
Mr. Mower  
Mr. Godfrey  
Mr. Browning  
Mr. Page  
Miss Partridge  
Mr. Haydon





Preparation in weeks before the Budget

- |  |           |
|--|-----------|
| (1) Arrange audience of The Queen with her Private Secretary   | MAH       |
| (2) Arrange for sufficient 3600 machines, stocks of white and coloured paper <u>and a mechanic on call</u> to be available from Sunday.  | DB/AB     |
| (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office  | SG        |
| (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 25th March and on Budget Day.   | MAH/JEM   |
| (5) Submit publicity arrangements to Chancellor  | PGD       |
| (6) Send off letters establishing arrangements for providing Press Gallery, P.A. and Reuters with Speech section by section  | SG        |
| (7) Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by BOD)   | BOD/LB    |
| (8) CU in consultation with BOD circulate note commissioning press notices from Treasury and Revenue Departments. LB writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day.   | CU/LB/BOD |
| (9) Arrange for laying of White Papers, etc.   | BOD       |
| (10) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips  | JW        |
| (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate  | LB        |
| (12) Two weeks before Budget Day, LB writes to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. <u>Inter alia</u> , these notes will specify that the numbers of Press Notices required will be as follows:- | LB/CU     |

<u>Treasury PNs</u>	Total required	1,510
	Vote Office	750
	Chancellor's Office	60
	IDT and Treasury Mailing lists	<u>700</u>
<u>Other Departments PNs</u> (except those relating to public expenditure	Total required	1,160 white paper)
	Vote Office	750
	IDT	350
	Ch's Office	60
<u>Other Departments' PNs</u> on PEWP	IDT	350
	Ch's Office	60



- (13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on 24th March and on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MAH, RT and LB with Speech sections to House at 3.00 p.m. on Budget Day LB
- (14) Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70 CS
- (15) Make arrangements for those entitled to collect copies of Speech, snapshot, FSBR, Resolutions and Command papers from Enquiry Room after the Chancellor has sat down. viz:- DM
- |   |   |                                  |
|---|---|----------------------------------|
| N.E.D.O. (211 3000)                         | ) | Each to have 3 copies of Speech, |
| C.B.I. (930 6711 311)                       | ) | Snapshot, FSBR, Command Papers,  |
| T.U.C. (636 4030)                           | ) | any Press Notices and 1 copy     |
| Conservative Research Department (222 9000) | ) | of Resolutions                   |
- Principal in EFI Division for issue to Australian and New Zealand High Commissions (1 copy of each of above documents) Miss O'Mara
- (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E., Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 24 March at the latest. LB
- (17) Thursday 20th March  
Transfer Budget Speech to word-processing unit JW/AB
- Friday 21st March
- (18) Send copy of latest draft of Speech to PM if Chancellor wishes and to BOD JW
- (19) Submit draft Checklist to Chancellor's Office CU
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box. GW/RIT
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office BU/CU
- (22) Submit final draft of TV speech if available Mr. Cropper/PGD



Saturday before Budget

- (23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.
- Work as necessary to produce final version of Speech (Word processing unit available all day)
- Chancellor: photo-call in Surrey
- (24) Type Chancellor's speaking copy of Speech section by section on A4 paper AB/WPU
- (25) Type Checklist on A4 paper CS
- (26) Check and make corrections in Chancellor's speaking copy, section by section Chancellor's Office/WPU
- (27) Roll off and collate 33 copies of speech for: PT
- Private Secretaries (3)
  - EB (3 copies) - to check Brief, Snapshot and guidance telegrams
  - Mrs. Hedley-Miller - to prepare telegrams to overseas Governments:
    - (a) Chancellor to EEC Finance Ministers
      - EEC Commissioner for Financial and Monetary Affairs
      - MD of IMF
      - Finance Ministers in US, Japan and Canada
    - (b) Sir Douglas Wass to Members of Co-ordinating Committee
  - Governor, Treasury Ministers (5)
  - Permanent Secretaries, PS/IR, PS/C & E, Deputy Secretaries, Mr. Unwin, Mr. Battishill, Mr. Davies, Mr. Dyer, Mr. Ridley, Mr. Cropper, Mr. Cardona (21)
- Arrange with GW for EB's copies to be delivered on Saturday LB/GW
- (28) Send speaking copy and spare to Chancellor JW

Monday 24th March

- (29) 9.00 a.m. Ensure that copies circulated by hand as in item 27 DB
- (30) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief, Snapshot during course of day GW
- (31) Inform IDT of likely length of speech to guide radio/TV JW



- (32) By 2 p.m. start amending speech as necessary WPU
- (33) Check any corrections section by section Chancellor's Office
- (34) Chancellor due at Buckingham Palace, 6.30 p.m.
- (35) Read through photocopy of speaking version. Aim to finalise that evening (Chancellor overnight)
- (36) Receive Snapshot from EB(GW) for checking MAH/GW

Tuesday 25th March

- (37) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JW/WPU
- (38) Final check of Snapshot before collating, and of Checklist (in front of Speech) MAH
- (39) Photocopy 29 copies of final text, section by section, for PT
- Chancellor
  - Prime Minister
  - Treasury Ministers (4)
  - Officials and Advisers (20 - listed in annex)
  - Private Secretaries (3)
- (40) Roll off 194 copies of speaking copy, section by section and 464 copies of snapshot (white paper) PT/CRU

BUDGET DAY: Wednesday 26th March

- (41) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) SG
- (42) 0930 : Budget Cabinet
- (43) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 340 copies to be rolled off for distribution to the Lobby, Overseas Press and Press Gallery in House of Commons and to IDT (see Items 51 and 64). From Private Office production of Speech (194 copies) send 2 copies by hand to GW (EB Room 10/3) as soon as possible to be marked up for PA/Reuters/radio/TV). Chancellor's Office to deliver 385 copies of snapshot to AB in CRU AB/DM





- (44) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex DB
- (45) Prepare packages as follows: PB/CS
- (a) Press Gallery via LB (see also item 59)
- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 copy of Snapshot with each final section (i.e. 30 snapshots)
- (b) ITN, Wells Street
- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Producer, ITN Budget Programme
    2. Peter Hall, Editor 'Oracle' News services
- (c) BBC, TV White City
- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  - 2 separate envelopes, addressed to:-
    1. Producer, BBC Budget Programme
    2. Peter Hobdayand to be handed over at end of Speech, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices
- (d) BBC Radio, Broadcasting House
- 4 copies of sectioned version of Speech, in separate envelopes, each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution \*
  - 1 envelope containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:  
Dominick Harrod  
BBC Economics Correspondent
- NB: This envelope to be handed to Mr. Harrod at end of Chancellor's Speech



(c) Independent Radio News (see also items and

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page by page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr. Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

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\* 4 'marked-up' copies of Speech (unstapled) are to be provided by Mr. Way to Mrs. C. Scott by 2.30 p.m. (Mr. Way will also supply 2 copies to PGD for P.A. and Reuters)

GW

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(46) Check arrival in Chancellor's Office of 43 copies of Resolutions from Parliamentary Counsel's Office, 114 copies of FSBR from Treasury Accountant, 105 copies of Command papers and 8 Briefs (from EB - first 3 to JW, RIT and MAH)

DB/DM

(47) Issue 114 copies of FSBR, 105 copies of Command papers, 43 copies of Resolutions and 5 (as soon as available) copies of Briefs to CS for distribution as in Annex. (Other 3 Briefs to JW, MAH and RIT)

DB/CS

(48) 385 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62.

DM

(49) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

PC

50 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, FSBR and Command Papers and 60 copies of snapshot and Press Notices to PGD (for Lobby Conference)



40 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to Mr. Davies (for Overseas Press Conference).

The above parcels should then be packed for transmission to the House (see item 62)

- (50) Start collation of full text of Speech with index and checklist Clerks and Typists
- (51) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last BOD
- (52) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, Command Papers to:- CS
- Prime Minister )  
Chief Secretary )  
Financial Secretary )  
Ministers of State )  
Officials, etc. (See Annex for list (20)) ) 25
- Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JW (N.B. This would mean a commensurate increase in the number of copies needed)
- (53) At 12.30 p.m.: SECRET envelopes containing Speech, FSBR and Command Papers to be given to messengers from:-
- Customs & Excise (6 copies of each)
  - Inland Revenue (6 copies of each)
  - Bank of England (6 copies of each plus 6 copies of press notices)
- (LB to arrange that these messengers come to the Chancellor's messengers' lobby) LB
- (54) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to PGD for allocation to members of IDT (Copies of Brief will be sent direct to PGD by EB) (and monitoring teams. DM/GW
- (55) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to JW, MAH and RIT, and of speech only to LB CS
- (56) 1 set each of Speech, FSBR, Command Papers in sealed envelopes addressed to: CS



Speaker  
Leader of the House of Commons

Leader of the House of Lords (or acting Leader,  
Earl Ferrers)

Leader of the Opposition (Mr. Callaghan)  
Shadow Chancellor (Mr. Healey)  
Chancellor's PPS (Mr. Ian Stewart, MP)  
Mr. Christopher (IRSF) - plus Press Notices  
Sir William Clark (Chairman of Conservative  
Finance Committee)

to be given to LB to take to House (to be given out  
after Speech)

- (57) Make up Budget Box using Gladstone Box for  
Chancellor with speaking copy of Speech, and  
copies of FSBR, Resolutions, Command Papers  
and Press Notices

JW

Budget Day : After lunch

- (58) Envelope copies of Speech for distribution to  
Members of the Cabinet (other than PM, Chancellor  
of the Duchy, Chief Secretary and Lord President)  
to be despatched after the Chancellor has sat  
down. (For named Ministers etc. see Item 56)

- (59) LB takes 30 copies of sectioned versions of  
Speech and snapshot to Chancellor's room at the  
House for IDT (for release during Speech).  
(See also item 45(a))

LB

- (60) BOD arranges for copy of Speech to be taken  
to Speaker's Office

BOD

- (61) During the Budget Speech: The sections will be  
released to the Press Gallery, TV, radio and IDT  
monitoring teams by the following drill:

(a) In the Press Gallery, Mr. Davies will release  
on a page-by-page basis to the Press Association  
and Reuters the specially side-lined copies of  
the Speech (provided direct by Mr. Way).  
Mr. Davies will also authorise the release of the  
30 sectioned copies of the Speech by  
the members of IDT on duty outside the Press  
Gallery.

(b) In the 4 broadcasting studios (ITN, BBC-TV, BBC  
radio and IRN) the page-by-page unstapled copy  
of the Speech and the sectioned copies of the  
Speech will be released when the Treasury  
Official hears (from the Radio 4 live speech  
broadcast) that the page/section has been  
completed.





- (62) After Speech has started Security Guard and messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 49 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to lobby and overseas press conferences. PC
- (63) After Speech has started allow access to Committee Section to representatives of IDT who will pack:
- 255 copies of Speech (supplied by CRU) PC
  - 150 copies of FSBR and Command Papers
  - 250 copies of all Press Notices and snapshot in envelopes for Press and other callers to collect.
- (64) During Speech: Note changes from typed version RIT

At end of Speech:

- (65) Give 7 sets of Speech etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see item 56) LB
- (66) Despatch by hand copies of Speech to other members of Cabinet (see item 58) DB
- (67) On instructions from LB Security Guard (in PPS's Room) will hand over complete copies of Speech etc. to IDT (see Items 49 and 62) LB
- (68) Take 1 copy to Official Reporters LB
- (69) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal in OFG2 Division. DB/MO'M
- (70) Send copies as follows: DM

	<u>Speech and Brief</u>	<u>Snapshot, Resolutions, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr. J. Anson UKTSD, Washington	1	3	12	3
Mr. G.E.Fitchew UKREP Brussels	1	3	6	6

Send 1 copy of each of above papers to:-

Director of British Information Services, NY  
Miss J. Collings, British Embassy, Paris. By 6.00 pm bag  
(Copies obtained from CS: see Item 46)



- (71) Give 8 copies of Speech to BOD for the libraries of the House of Commons and the House of Lords LB
- (72) Ensure all officials covering Official Box have copies of Brief LB

CHANCELLOR' OFFICE  
12 March 1980





Mr. Wiggins  
 Mr. Hall  
 Mr. Tolkien  
 Miss Birnie  
 Mr. Barton  
 Mr. McSharry  
 Mr. Bennett  
 Mr. Butcher  
 Mrs. Scott  
 Miss Taylor  
 Mr. Pirie  
 Mr. Watts  
 Mr. Locke  
 Mr. Warden  
 Mr. Felstead  
 Mr. J. Taylor  
 Mr. Ellis  
 Mr. Brotherton

Mr. Ridley  
 Mr. Cropper  
 Mr. Cardona  
 Mr. Unwin  
 Mr. Bottrill  
 Mr. Folger  
 Mr. MacAuslan  
 Mr. Way  
 Mr. Davies  
 Mr. Mower  
 Mr. Godfrey  
 Mr. Browning  
 Mr. Page  
 Miss Partridge  
 Mr. Haydon  
 Mr. Mercer  
 Mrs. Broyd  
 Mr. Battishill

Mr. Mortimer  
 Mrs. Hedley-Miller  
 Mr. Dyer  
 Mr. Warner  
 Mr. Collinson  
 Mr. B.D. Smith  
 Mr. Chambers  
 Mr. Batchelor  
 Mr. Bobsin

Ian Stewart, MP

PS/Inland Revenue  
 PS/Customs & Excise

BUDGET AIDE MEMOIRE : CHANCELLOR'S OFFICE TIMETABLE

There have been a number of changes, some important, some minor, to the arrangements set out in the annex to my minute of 12 March.

2. Most importantly, the numbers of the various documents required have changed significantly. Louise Birnie will be writing to outside departments, but the Chancellor's departments are asked to study the revised annex (attached) very carefully. I very much hope that these revised arrangements will be positively final!

3. Apart from the new annex, which should be substituted for the earlier version, the following amendments should be made:-

Cover sheet to aide memoire  
 Initial table should be amended as follows:-

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech and Checklist	213	370	
Snapshot (all produced in Private Office)	90	400	Mr. Dyer will make his own arrangements
Resolutions	55	-	
FSBR	128	250	
Command Papers	119	250	
Press Notices	69	700 (Tsy)	
		350 (Non-Tsy)	/Code
Brief	8	-	





(Item 43)

For "340" read "370"

The items in brackets should be "49" and "63".

For "194" substitute "220"

Delete final sentence

(Item 45(b))

Add at end "to be handed over at end of speech"

Item (45(c))

After "2 separate envelopes" insert "containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, and delete this passage at end."

Item (45(d))

For "4" copies substitute "10 copies"

Redraft final part of this sub-item as follows:-

- "2 envelopes, each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-

(1) Dominick Harrod  
BBC Economic Correspondent

(2) Producer, PM Budget Special

NB: To be handed over at end of Chancellor's Speech

Item (46)

Numbers should be 58, 130, and 120, and NOT 43, 114, and 105 .

Item (47)

Numbers should be 128, 119, and 55, and NOT 114, 105, and 43

Item (48)

Read "400" for "385". Add: "(see also item 40)"

Item (49)

In front of "50 copies of Snapshot ..." insert "30 copies of Speech and ..... "







Item (49) contd.

For "Mr. Davies" substitute "Miss Partridge"

Item (52)

"25" should read "26".

"See Annex for list (20) should read "See Annex for list (21)"

Item (54)

Add below existing item:

"1 set as above to Mr. MacAuslan (for Northern Ireland Official)

Item (56)

Add the following names to the list:-

Mr. Joel Barnett, Chairman PAC

Mr. Edward Du Cann, Chairman Treasury & CSD Select Committee

Item (62)

Insert "press gallery" before "lobby and ...."

Item (63)

Substitute "165" for "150"

Item (69)

Delete "Australian and New Zealand High Commissions ..... to end

Redraft as follows:

"Diplomatic Missions to Principal in IG3  
Division, and for Mr. Hubback to Mr. MacAuslan  
(see Item (15))

DB/MM

I apologise for the large number of amendments. There are, however, honourable precedents.

*M.A.H.*  
(M.A. HALL)

18 March 1980





Add to Code

	PB	Phil Butcher	(5597)
Substitute for Margaret O'Mara	MM	Mike Mercer	(4696)

Distribution

Substitute Mrs. Broyd (PE) for Miss Peirson

Item (12)

Total numbers of all press notices required by the Chancellor's Office should now be 75. Totals should be amended accordingly.

Item (15)

Amend second half to read:

- (b) ~~DM~~<sup>PD</sup> to arrange with Principal in IG3 Division (MM) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (11 sets in all)
- (c) ~~DM~~<sup>PD</sup> to arrange with Mr. ~~MacAuslan~~<sup>BUSH</sup> for him to pick up 1 copy each of Speech, FSBR, Resolutions, Command Papers and press notices for Mr. Hubback, Clerk to the Treasury and Civil Service Committee.

(Item 27)

For "33" read "34".

Add Mr. Folger to list of officials, and substitute "22" for "21"

(Item 39)

Substitute "30" for "29", "21" for "20" and "4" for "3"  
(Private Secretaries)

(Item 40)

For "194" substitute "220" and  
for "464" substitute "500"

, (Item 43)





Chris

Please check finally  
through for amendments,  
esp. minute and find  
page 7 annex.

Ken

Pat to run off +

Give B to distribute!

Nov 12/3



BUDGET 1980 : CHANCELLOR'S OFFICE TIMETABLE

*Total number of papers distributed under these arrangements (see Annex)*

<u>Papers handled by Private Office (see Annex)</u>	<u>Private Office</u>	<u>CRU</u>	<u>Other</u>
Speech and Checklist	194	340	
Snapshot <i>(all produced in private office)</i>	<del>79</del> 43	385	
Resolutions	43	-	
FSBR	114	235	
Command Papers	105	235	
Press Notices	51	700 (Tsy)	
Brief	8	350 (non-Tsy)	

*Roby Seal*  
*Mr Dyer will make his own arrangements*

<u>Code</u>	<u>MO'M</u>	<u>Other</u>	<u>Central Unit/EB</u>
	Margaret O'Mara	(3942)	4621
	Peter Chambers	(5359)	
	Brian Dyer	(4749)	
	Peter Davies	(3443)	
	Stanley Godfrey	(7616)	
	Dave McSharry	(5597)	
	David Barton	(5512)	
	Brian Unwin	(3016)	
	Martin Hall	(5418)	
	Jamie Mortimer	(7393)	
	Louise Birnie	(5487)	
	Chris Scott	(4262)	
	Pat Taylor	(3836)	
	John Wiggins	(5728)	
	Central Unit	(3942)	
	G. Way	(7426)	
	Tony Batchelor	(4946)	
	Word processing unit	(8884)	

Distribution: (Further copies are available from David Barton)

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr. Wiggins	Mr. A.C. Pirie	Mr. Unwin
Mr. P. Butcher	Mr. R. Watts	Mr. Bottrill
Mr. D. Barton	Mr. Locke	Mr. Folger
Mr. M.A. Hall	Mr. Warden	Mr. MacAuslan
Miss L. Birnie	Mr. Felstead	Mr. Way
Mrs. Scott	Mr. J. Taylor	
Miss Taylor	PS/Customs & Excise	
Mr. D. McSharry	PS/Inland Revenue	
Mr. C. Bennett	Mr. Ellis	
	Mr. Brotherton	Ian Stewart, MP
	Mr. Cropper	Miss Peirson (GE)
	Mr. Ridley	<i>Mr. Nelson</i>
	Mr. Cardona	

Parliamentary Section  
Mr. Dyer  
Mr. Warner

<u>FP</u>	<u>Accounts</u>	<u>EO</u>	<u>IDT</u>
Mr. Battishill	Mr. Collinson	Mr. Chambers	Mr. Davies
Mr. Mortimer	Mr. B.D. Smith	Mr. Batchelor	Mr. Mower
		Mr. Bobsin	Mr. Godfrey
<u>OF</u>			Mr. Browning
Mrs. Hedley-Miller (Item 27)			Mr. Page
Miss O'Mara (Items 15 and 69)			Miss Partington
			Mr. Haydon





Preparation in weeks before the Budget

- |  |           |
|--|-----------|
| (1) Arrange audience of The Queen with her Private Secretary   | MAH       |
| (2) Arrange for sufficient 3600 machines, stocks of white and coloured paper <u>and a mechanic on call to be available from Sunday.</u>  | DB/AB     |
| (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office  | SG        |
| (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 25th March and on Budget Day.   | MAH/JEM   |
| (5) Submit publicity arrangements to Chancellor  | PGD       |
| (6) Send off letters establishing arrangements for providing Press Gallery, P.A. and Reuters with Speech section by section  | SG        |
| (7) Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by BOD)   | BOD/LB    |
| (8) CU in consultation with BOD circulate note commissioning press notices from Treasury and Revenue Departments. LB writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day.   | CU/LB/BOD |
| (9) Arrange for laying of White Papers, etc.   | BOD       |
| (10) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips  | JW        |
| (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate  | LB        |
| (12) Two weeks before Budget Day, LB writes to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. <u>Inter alia</u> , these notes will specify that the numbers of Press Notices required will be as follows:- | LB/CU     |

<u>Treasury PNs</u>	Total required	1,510
	Vote Office	750
	Chancellor's Office	60
	IDT and Treasury Mailing lists	<u>700</u>
<u>Other Departments PNs</u> (except those relating to public expenditure	Total required	1,160 white paper)
	Vote Office	750
	IDT	350
	Ch's Office	60
<u>Other Departments' PNs on PEWP</u>	IDT	350
	Ch's Office	60

x



- (13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on 24th March and on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MAH, RT and LB with Speech sections to House at 3.00 p.m. on Budget Day LB
- (14) Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70 CS
- (15) Make arrangements for those entitled to collect copies of Speech, snapshot, FSBR, Resolutions and Command papers from Enquiry Room after the Chancellor has sat down. viz:- DM
- |   |   |                                  |
|---|---|----------------------------------|
| N.E.D.O. (211 3000)                         | ) | Each to have 3 copies of Speech, |
| C.B.I. (930 6711 311)                       | ) | Snapshot, FSBR, Command Papers,  |
| T.U.C. (636 4030)                           | ) | any Press Notices and 1 copy     |
| Conservative Research Department (222 9000) | ) | of Resolutions                   |
- Principal in EFI Division for issue to Australian and New Zealand High Commissions (1 copy of each of above documents) Miss O'Mara
- (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E., Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 24 March at the latest. LB
- (17) Thursday 20th March  
Transfer Budget Speech to word-processing unit JW/AB
- Friday 21st March
- (18) Send copy of latest draft of Speech to PM if Chancellor wishes and to BOD JW
- (19) Submit draft Checklist to Chancellor's Office CU
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box. GW/RIT
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office BU/CU
- (22) Submit final draft of TV speech if available Mr. Cropper/PGD



Saturday before Budget

- (23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.
- Work as necessary to produce final version of Speech (Word processing unit available all day)
- Chancellor: photo-call in Surrey
- (24) Type Chancellor's speaking copy of Speech section by section on A4 paper AB/WPU
- (25) Type Checklist on A4 paper CS
- (26) Check and make corrections in Chancellor's speaking copy, section by section Chancellor's Office/WPU
- (27) Roll off and collate 33 copies of speech for: PT
- Private Secretaries (3)
  - EB (3 copies) - to check Brief, Snapshot and guidance telegrams
  - Mrs. Hedley-Miller - to prepare telegrams to overseas Governments:
    - (a) Chancellor to EEC Finance Ministers
      - EEC Commissioner for Financial and Monetary Affairs
      - MD of IMF
      - Finance Ministers in US, Japan and Canada
    - (b) Sir Douglas Wass to Members of Co-ordinating Committee
  - Governor, Treasury Ministers (5)
  - Permanent Secretaries, PS/IR, PS/C & E, Deputy Secretaries, Mr. Unwin, Mr. Battishill, Mr. Davies, Mr. Dyer, Mr. Ridley, Mr. Cropper, Mr. Cardona (21)
- Arrange with GW for EB's copies to be delivered on Saturday LB/GW
- (28) Send speaking copy and spare to Chancellor JW

Monday 24th March

- (29) 9.00 a.m. Ensure that copies circulated by hand as in item 27 DB
- (30) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief, Snapshot during course of day GW
- (31) Inform IDT of likely length of speech to guide radio/TV JW



- (32) By 2 p.m. start amending speech as necessary WPU
- (33) Check any corrections section by section Chancellor's Office
- (34) Chancellor due at Buckingham Palace, 6.30 p.m.
- (35) Read through photocopy of speaking version. Aim to finalise that evening (Chancellor overnight)
- (36) Receive Snapshot from EB(GW) for checking MAH

Tuesday 25th. March

- (37) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JW/WPU
- (38) Final check of Snapshot before collating, and of Checklist (in front of Speech) MAH
- (39) Photocopy 29 copies of final text, section by section, for PT
- Chancellor
  - Prime Minister
  - Treasury Ministers (4)
  - Officials and Advisers (20 - listed in annex)
  - Private Secretaries (3)
- X (40) Roll off 184 copies of speaking copy, section by section and 464 copies of snapshot (white paper) PT/CRU

BUDGET DAY: Wednesday 26th March

- (41) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) SG
- (42) 0930 : Budget Cabinet
- (43) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 340 copies to be rolled off for distribution to the Lobby, Overseas Press and Press Gallery in House of Commons and to IDT (see Items 51 and 64). From Private Office production of Speech (~~200~~<sup>194</sup> copies) send 2 copies by hand to GW (EB Room 10/3) as soon as possible to be marked up for PA/Reuters/radio/TV). AB/DM  
Chancellor's Office to deliver 385 copies of snapshot to ~~PC~~ in CRU  
AB





(44) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex

DB

(45) Prepare packages as follows:

PB/CS

(a) Press Gallery via LB (see also item 59)

- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 copy of Snapshot with each final section (i.e. 30 snapshots)

(b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  1. Producer, ITN Budget Programme
  2. Peter Hall, Editor 'Oracle' News services

(c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 separate envelopes, addressed to:-
  1. Producer, BBC Budget Programme
  2. Peter Hobdayand to be handed over at end of Speech, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices

(d) BBC Radio, Broadcasting House

- 4 copies of sectioned version of Speech, in separate envelopes, each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution \*
- 1 envelope containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:

Dominick Harrod  
BBC Economics Correspondent

NB: This envelope to be handed to Mr. Harrod at end of Chancellor's Speech



(c) Independent Radio News (see also items and

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page by page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr. Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

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\* 4 'marked-up' copies of Speech (unstapled) are to be provided by Mr. Way to Mrs. C. Scott by 2.30 p.m. (Mr. Way will also supply 2 copies to PGD for P.A. and Reuters)

GW

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(46) Check arrival in Chancellor's Office of 43 copies of Resolutions from Parliamentary Counsel's Office, 114 copies of FSBR from Treasury Accountant, 105 copies of Command papers and 8 Briefs (from EB - first 3 to JW, RIT and MAH)

DB/DM

(47) Issue 114 copies of FSBR, 105 copies of Command papers, 43 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JW, MAH and RIT)

DB/CS

(48) 385 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62.

DM

(49) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

PC

50 copies of Snapshot to Home Press Gallery,  
House of Commons

45 copies of Speech, FSBR and  
Command Papers and 60 copies of snapshot and  
Press Notices to PGD (for Lobby Conference)



40 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to Mr. Davies (for Overseas Press Conference).

The above parcels should then be packed for transmission to the House (see item 62)

- (50) Start collation of full text of Speech with index and checklist Clerks and Typists
- (51) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last BOD
- (52) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, Command Papers to:- CS
- Prime Minister )  
Chief Secretary )  
Financial Secretary )  
Ministers of State )  
Officials, etc. (See Annex for list (20)) ) 25
- Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JW (N.B. This would mean a commensurate increase in the number of copies needed)
- (53) At 12.30 p.m.: SECRET envelopes containing Speech, FSBR and Command Papers to be given to messengers from:-
- Customs & Excise (6 copies of each)
  - Inland Revenue (6 copies of each)
  - Bank of England (6 copies of each plus 6 copies of press notices)
- (LB to arrange that these messengers come to the Chancellor's messengers' lobby) LB
- (54) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to PGD for allocation to members of IDT (Copies of Brief will be ? (and monitoring teams. sent direct to PGD by EB) DM/GW
- (55) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to JW, MAH and RIT, and of speech only to LB CS
- (56) 1 set each of Speech, FSBR, Command Papers in sealed envelopes addressed to: CS



Speaker  
Leader of the House of Commons

Leader of the House of Lords (or acting Leader,  
Earl Ferrers)

Leader of the Opposition (Mr. Callaghan)  
Shadow Chancellor (Mr. Healey)  
Chancellor's PPS (Mr. Ian Stewart, MP)  
Mr. Christopher (IRSF) - plus Press Notices  
Sir William Clark (Chairman of Conservative  
Finance Committee)

to be given to LB to take to House (to be given out  
after Speech)

- (57) Make up Budget Box using Gladstone Box for  
Chancellor with speaking copy of Speech, and  
copies of FSBR, Resolutions, Command Papers  
and Press Notices

JW

Budget Day : After lunch

- (58) Envelope copies of Speech for distribution to  
Members of the Cabinet (other than PM, Chancellor  
of the Duchy, Chief Secretary and Lord President)  
to be despatched after the Chancellor has sat  
down. (For named Ministers etc. see Item 56)

- (59) LB takes 30 copies of sectioned versions of  
Speech and snapshot to Chancellor's room at the  
House for IDT (for release during Speech).  
(See also item 45(a))

LB

- (60) BOD arranges for copy of Speech to be taken  
to Speaker's Office

BOD

- (61) During the Budget Speech: The sections will be  
released to the Press Gallery, TV, radio and IDT  
monitoring teams by the following drill:

(a) In the Press Gallery, Mr. Davies will release  
on a page-by-page basis to the Press Association  
and Reuters the specially side-lined copies of  
the Speech (provided direct by Mr. Way).  
Mr. Davies will also authorise the release of the  
30 sectioned copies of the Speech by  
the members of IDT on duty outside the Press  
Gallery.

(b) In the 4 broadcasting studios (ITN, BBC-TV, BBC  
radio and IRN) the page-by-page unstapled copy  
of the Speech and the sectioned copies of the  
Speech will be released when the Treasury  
Official hears (from the Radio 4 live speech  
broadcast) that the page/section has been  
completed.





- (62) After Speech has started Security Guard and messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 49 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to lobby and overseas press conferences. PC
- (63) After Speech has started allow access to Committee Section to representatives of IDT who will pack:
- 255 copies of Speech (supplied by CRU) PC
  - 150 copies of FSBR and Command Papers
  - 250 copies of all Press Notices and snapshot in envelopes for Press and other callers to collect.
- (64) During Speech: Note changes from typed version RIT
- At end of Speech:
- (65) Give 7 sets of Speech etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see item 56) LB
- (66) Despatch by hand copies of Speech to other members of Cabinet (see item 58) DB
- (67) On instructions from LB Security Guard (in PPS's Room) will hand over complete copies of Speech etc. to IDT (see Items 49 and 62) LB
- (68) Take 1 copy to Official Reporters LB
- (69) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal in OFG2 Division. DB/MO'M
- (70) Send copies as follows: DM

	<u>Speech and Brief</u>	<u>Snapshot, Resolutions, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr. J. Anson UKTSD, Washington	1	3	12	3
Mr. G.E. Fitchew UKREP Brussels	1	3	6	6

Send 1 copy of each of above papers to:-

Director of British Information Services, NY  
Miss J. Collings, British Embassy, Paris. By 6.00 pm bag  
(Copies obtained from CS: see Item 46)



- (71) Give 8 copies of Speech to BOD for the libraries of the House of Commons and the House of Lords LB
- (72) Ensure all officials covering Official Box have copies of Brief LB

CHANCELLOR' OFFICE  
11 March 1980



BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

BY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u> (with checklist)	<u>Resolutions</u>	<u>FSBR</u>	<u>Command Papers</u>	<u>Press Notices</u>
-----------------	-----------------------------------	--------------------	-------------	-----------------------	----------------------

a.m.

43 2

Mr. Way, EB  
Room 10/3 (via DB)

12.30 pm

52 25 25 25 25 -

Single copies as indicated to be sent by hand to:

PM (No.10)	Sir Douglas Wass	Mr. Littler	Mr. Hancock
Chief Secretary	Mr. Rylie	Mr. Barratt	Mr. Middleton
Financial Secretary	Mr. Burns	Mr. Byatt	Mr. Unwin
Minister of State (C)	Sir Kenneth Couzens	Mr. Bailey	Mr. Davies
Minister of State (L)	Sir Anthony Rawlinson	Mr. F. Jones	Mr. Battishill
	Sir Douglas Lovelock		Mr. Ridley
	Sir Lawrence Airey		Mr. Cropper

53 6 (Each to send messenger to - 6 6 -  
Chancellor's messengers' lobby)

6 - 6 6 - Inland Revenue

6 - 6 6 - Bank of England

54 18 Snapshot 18 - 18 18 18 PGD (via DB)

65 1 1 1 1 1 1 JW

1 1 1 1 1 1 MAH

1 1 1 1 1 1 RIT

1 1 1 1 1 1 LB

After 57 Speaking copy 1 1 1 1 Chancellor (with Brief)

Lunch 60 1 - - - Speaker's Office (via BOD)



<u>Item No.</u>	<u>Speech</u> (with checklist)	<u>Snapshot</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Command</u> <u>Papers</u>	<u>Press</u> <u>Notices</u>	
<u>During Speech</u>							
45/59	30*	30 <sup>∅</sup>	-	-	-	-	Press Gallery (via LB)
45/61	16*+	-	-	-	-	-	ITN
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	11*+	-	-	-	-	-	BBC
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	5*+	-	-	-	-	-	BBC Radio
	1*	1 <sup>∅</sup>	-	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	Economic Correspondent
	5*+	-	-	-	-	-	IRN
	1*-	1 <sup>∅</sup>	-	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	LBC
<u>At end of Speech</u>							
15/69	3	3	1	3	3	3	NEDO
	3	3	1	3	3	3	CBI
	3	3	1	3	3	3	TUC
	3	3	1	3	3	3	Conservative Research
	1	1	1	1	1	1	Australian HC Dept.
	1	1	1	1	1	1	New Zealand HC (via Miss O'Mara)
56/65	8	-	-	8	8		Single copies as indicated via LB to:
							Mr. Healey Speaker Sir W. Clark Mr. St. John Stevas Mr. Stewart Lord Soames/Earl Ferrers Mr. Callaghan
							<u>Press</u> <u>Notices</u>
	i			1	1	1	(Mr. Christopher (IRSF))
							+Includes 1 marked up and unstapled copy *Sectioned ∅With final section/at end of speech





Item No.	Speech (with checklist)	Snapshot	Resolutions	FSBR	Command Papers	Press Notices		
t end of speech (contd.)								
<del>63/63</del> 66	18	-	-	-	-	-	Cabinet (except PM Mr. St.J. Stevas, CST, Lord Soames) Minister of Transport	
70	1	3	3	12	3	3	UKTSD*	
	1	3	3	6	6	3	UKREP Brussels*	
	1	1	1	1	1	1	BIS, NY*	
	1	1	1	1	1	1	BE, Paris*	
71	8						Mr. Dyer* (For House Libraries)	
Total of above		194 (plus Speaking copy)	7.9	43	113	105	51	Brief: 5 (* with Brief)
Despatched in bulk by CRU								
<del>59/52</del> 67	85	135		85	85	100	Mr. Chambers in CRU	
<del>59/63</del>	255	250		150	150	250	(for IDT)	
Other IDT	-	-		-	-	350 (Treasury only)		
Total copies required		534	464 <sup>†</sup>	43	349	340	(751 (Treasury*) 401 (non-Treasury)*) Brief: 8	

\* 750 additional copies of Treasury and non-Treasury Press Notices (except other Departments notices will be sent direct to BOD by Departments responsible (see Item (2

† reproduced in Chambers Office





Mr. Kerr  
Mr. Jenkins  
Miss Rutter  
Miss Burton  
Mr. D. Barton  
Mr. K. Brazier  
Mr. C. Bennett  
Mrs. C. Scott  
Miss P. Taylor  
Mr. T. Mathews  
Miss J. Swift  
Mr. Willetts  
Mr. Harrison  
Mr. Kwiecinski  
Mr. Colman  
Mr. Carter  
Mr. Michael  
Mr. Milner  
Mr. Ridley (2 copies)  
Mr. Harris *Mr. French*

Mr. Kemp  
Mr. Allen  
Mr. Norgrove  
Mr. Bush  
Mr. Collins  
Mrs. Gilmore  
Mr. Monaghan  
Mr. Godfrey  
Mr. Macrae  
Miss Edwards  
Mr. Haydon  
  
Miss Peirson

Mr. Battishill  
Mr. Martin  
Mr. Lavelle  
Mr. ~~Carside~~ *HULL*  
Mr. Salvesson  
Mr. ~~Wagner~~ *FRANKINGTON*  
Mr. Collinson  
Mr. ~~Drane~~ *HUNTER*

Mr. Chambers  
Mr. Batchelor  
Mr. Bobsin  
Mr. Carpenter  
Mr. Ian Stewart, MP

PS/Inland Revenue

PS/Customs & Excise

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### BUDGET AIDE MEMOIRE

#### CHANCELLOR'S OFFICE TIMETABLE

.... I attach *the final version of* ~~a draft of~~ this year's Budget Aide Memoire.

2. As last year, the Public Expenditure White Paper will be published on Budget Day. This means there will again be a large volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).

3. Given that this Office will again be deluged with paper, we are therefore asking Treasury Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, HM Treasury. Only the numbers listed in the Annex for handling by the Private Office - 21~~9~~ Speeches, 94 Snapshots, 41 Resolutions, 12~~3~~ FSBRs, 12~~4~~ Command Papers, 36 PEWPs, 7~~3~~ sets of Press Notices (excluding non-Treasury PEWPs press notices of which we need 3~~6~~ copies only), and 8 Budget Briefs should be sent here.



BUDGET 1981 : CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech	219	360	Mr. Salveson will make his own arrangements
Snapshot ( <del>incorporating speech checklist</del> )	94	460	
Resolutions	41	-	
FSBR	123	310	
Command Papers	124	290	
Press Notices	73	475 (Tsy) 355 (Non Tsy)	
PEWP	36	280	
" Press Notices	36	235	
Brief	8	235	

<u>Code</u>			
JK	John Kerr	(5728)	
PSJ	Peter Jenkins	(5418)	
JR	Jill Rutter	(5457)	
DB	Dave Barton	(5512)	
KB	Ken Brazier	(5597)	
CB	Chris Bennett	(3816)	
SB	Sharon Burton	(5487)	
CS	Chris Scott	(4262)	
PT	Pat Taylor	(3836)	
RC	Ron Carpenter	(5359)	
AB	Tony Batchelor	(4946)	
PK	Peter Kemp	(3016)	
<del>RG</del>	<del>Rosalind Gilmore</del>	<del>(3443)</del>	
SG	Stan Godfrey	(7616)	
FM	Frank Martin	(7393)	
BC	B. Collins	(7426)	
AJS	A.J. Salveson	(4749)	
<del>RG M.H.</del>	<del>Roger Garside</del>	<del>(4898)</del>	
CU	Central Unit	(3942)	
GH	George Haydon	(7565)	
<del>WPU</del>	<del>Word Processing Unit</del>	<del>(8884)</del>	

*RG* ~~RG~~ *TS* ~~RG M.H.~~ *Tim Sturminster (5552)* *M. HULL (5761)*

Distribution: (Further copies are available from Dave Barton)

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr. J. Kerr	Mr. T. Mathews	Mr. Kemp
Mr. P.S. Jenkins	Miss J. Swift	Mr. Allen
Miss J. Rutter	Mr. Willetts	Mr. Norgrove
Mr. D. Barton	Mr. C.D. Harrison	Mr. Bush
Mr. K. Brazier	Mr. Kwiecinski	Mr. Collins
Mr. C. Bennett	Mr. J. Colman	
Miss S. Burton	Mr. A. Carter	Mr. Ian Stewart MP
Mrs. C. Scott	Mr. Michael	Miss Peirson (GE)
Miss P. Taylor	Mr. Ridley ( <del>2 copies</del> )	
	Mr. Harris <i>M. Filkins</i>	
	PS/Customs & Excise	IDT
	PS/Inland Revenue	Mrs. Gilmore
<u>Parliamentary Section</u>	<u>FP</u>	Mr. Monaghan
Mr. Salveson	Mr. Battishill	Mr. Godfrey
Mr. Warner <i>Sturminster</i>	Mr. Kelly <i>MARTIN</i>	Mr. Macrae
<u>OF</u>		Miss Edwards
Mr. Lavelle (Item 27)	<u>EO</u>	Mr. Haydon
Mr. Garside (Items 15 & 68)	Mr. Chambers	<u>Accounts</u>
<i>HULL</i>	Mr. Batchelor	Mr. Collinson
<u>CHANCELLOR'S OFFICE</u>	Mr. Bobsin	Mr. Drane <i>HUNTER</i>
February 1982		



Preparation in weeks before the Budget

- (1) ✓ Arrange audience of The Queen with her Private Secretary JR
- (2) ✓ Arrange for sufficient 3600 machines, stocks of ~~white~~ <sup>papers</sup> and ~~coloured paper~~ and a mechanic on call to be available from Sunday. DB/AB
- (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. SG
- (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 8th March and on Budget Day. (For Private Office and IDT as well) JR/FM
- (5) Submit publicity arrangements to Chancellor R.G.
- (6) Make arrangements for providing Press Gallery, P.A., and Reuters with Speech section by section. SG  
*↳ P.A. Newsroom*
- (7) ✓ Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.) AJS/DB
- (8) CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PN's) CU/JR/AJS
- (9) *Early next week HB will contact.* Arrange for laying of White Papers, etc. AJS
- (10) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Minister's TV and Radio engagements. JK
- (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts) JR
- (12) *Next.* Two weeks before Budget Day, DB writes to Vote Office about Resolutions, FSBR and PEWP arrangements and GEP I write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:- DB/CU

<u>Treasury PNs</u>	Total required	1,773	(AB will check)
	+ Vote Office	900	
	Chancellor's Office	73	
	IDT and Treasury	40	760
	Mailing lists	795	(Tsy PEWP 815)
<u>Other Departments PNs</u> (except those relating to public expenditure white paper)	Total required	1,333	
	+ Vote Office	900	
	IDT	345	60
	Ch's Office	73	
<u>Other Departments' PNs on PEWP</u>	IDT	325	330
	Ch's Office	36	





- (13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take PSJ, JR and SB with Speech sections to House at 3.00 p.m. on Budget Day
- (14) Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70
- (15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolutions, PEWP and other Command papers from Enquiry Room after the Chancellor has sat down, viz:-
- (a) NEDO (211 3000) <sup>319 No.</sup> ) Each to have 3 copies of Speech, CBI (~~930 6711~~ <sup>311</sup>) ) Snapshot, FSBR, Command Papers, TUC (636 4030) ) any Press Notices and 2 copies Conservative Research) of the PEWP (except NEDO) Dept (222 9000) )
- (b) ~~KB~~ <sup>AT</sup> to arrange with ~~Principal~~ <sup>MA</sup> in EF2 Division (RG) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and <sup>Mr. NEWMAN</sup> ~~Mr. Ammerman~~, US Embassy, sets of 1 copy of each of the above documents (excluding PEWP) (12 sets in all)
- (c) ~~KB~~ to arrange with Mr. Bush for him to pick up 1 copy each of Speech, FSBR, PEWP, other Command Papers and Press Notices for Mr. Limon, Clerk to the Treasury and Civil Service Committee
- (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on ~~8~~ <sup>5</sup> March at the latest.
- (17) Thursday 4 March  
Inform IDT of likely length of Speech.
- (18) Friday 5 March  
Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS
- (19) Submit draft ~~checklist~~ <sup>Snapshot</sup> to Chancellor's Office
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office
- (22) Submit final draft of TV speech if available

RC  
SE

CS

KB

DB

JK/SG

JK

EB/IDT  
~~EB/IDT~~  
~~EB/IDT~~

BC/JR

PK/CU

Mr. ~~Franck~~ /  
~~RG~~  
RG.



Saturday before Budget

- (23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.

Work as necessary to produce final version of Speech (~~Word processing unit available all day~~)

- (24) ✓ Chancellor: photo-call in Surrey  
(NB IDT to be informed of any interesting pre-Budget weekend invitations)

AB/WPU

- (25) Type ~~Checklist~~ <sup>Snapshot</sup> on A4 paper

~~ES~~ EB

- (26) Check and make corrections in Chancellor's speaking copy, section by section

Chancellor's Office/WPU

- (27) Roll off and collate 37 copies of speech for:

PT

- Private Secretaries (3)
- EB (3 copies) - to check Brief, Snapshot and guidance telegrams
- Mr Lavelle - to prepare telegrams to overseas Governments:

(a) Chancellor to EEC Finance Ministers

EEC Commissioner for Financial and Monetary Affairs

MD of IMF

Finance Ministers in US, Japan and Canada

(b) Sir Douglas Wass to Members of Co-ordinating Committee

- Governor, Treasury Ministers (6)
- Permanent Secretaries, PS/IR, PS/C&E, Deputy Secretaries, Mr Kemp, Mr Battishill, Mrs Gilmore, Mr Salveson, Mr Ridley, <sup>Mr French</sup> Mr Harris, Mr Nargrove (24), Mr. Mountfield, Mr. Monger

Arrange with BC for EB's copies to be delivered on Saturday

DB/BC

- (28) Send speaking copy and spare to Chancellor

JK

Monday 8 March

- (29) 9.00 a.m. Ensure that copies circulated by hand as in item 27

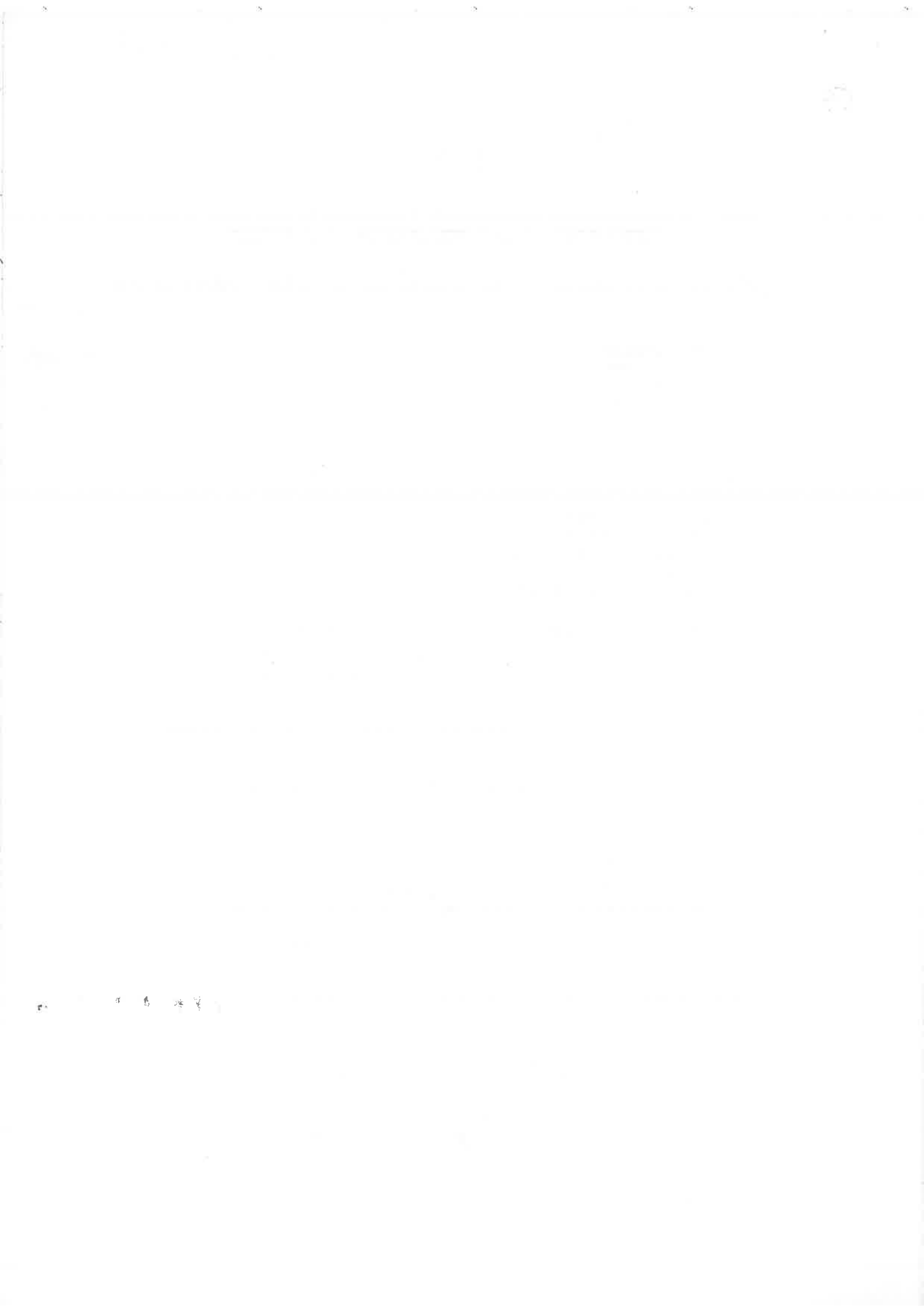
DB

- (30) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief & Snapshot during course of day

BC

- (31) Confirm likely length of speech with IDT to guide radio/TV

JK



- (32) By 2 p.m. start amending speech as necessary  
(33) Check any corrections section by section

CS  
~~WPU~~  
Chancellor's  
Office

- (34) Chancellor due at Buckingham Palace, **6.00** p.m. PSJ/BC  
(35) Receive Snapshot from EB(BC) for checking  
(36) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JK/~~WPU~~  
(37) Final check of Snapshot before collating. PSJ  
(38) Photocopy 33 copies of final text, section by section, for PT  
- Chancellor  
- Prime Minister  
- Treasury Ministers (5)  
- Officials and Advisers (22 - listed in annex)  
- Private Secretaries (4)  
(39) Roll off **225** copies of speaking copy, section by section and **737** copies of snapshot (White Paper) PT/CRU

BUDGET DAY: Tuesday 9 March

- (40) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) SG  
(41) 0930 : Budget Cabinet  
(42) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 360 copies to be rolled off for distribution to the Lobby, and Press Gallery in House of Commons and to IDT (see Items 49 and 62). From Private Office production of Speech (**225** copies) send 2 copies by hand to BC (EB Room ~~17/3/3~~) as soon as possible to be marked up for PA/Reuters/radio/TV). AB/BC/KB  
When master copy of "marked up" speech is returned to the private office, ~~six~~ <sup>seven</sup> copies to be made for BBC TV, BBC Radio, IRN, ITN, PA ~~and~~ Reuters and PA Newstroni.



(43) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex

DB

(44) Prepare packages as follows:

K B/CS

(a) Press Gallery via SB (see also item 59)

- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 copy of Snapshot, with Checklist, with each final section (ie 30 snapshots)

(b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  1. Sue Tinson, ITN Budget Programme
  2. Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.

(c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for page-by-page distribution\*  
~~(1 for Mr. Tam Fry) (For Palantype)~~
- 3 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  1. Producer, BBC Budget Programme
  2. Peter Oppenheimer
  3. Mark Rogerson: BBC Economics Editor.and to be handed over at end of Speech.

(d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- **2** envelopes each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-

1. Dominick Harrod  
BBC Economics Correspondent
2. Producer, PM Budget Special

~~3. John Heskyn~~  
~~BBC~~

~~Environment Correspondent~~  
~~ent.~~

NB: These envelopes to be handed over at end of Chancellor's Speech





(e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page by page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

- 
- \* <sup>5</sup> ~~4~~ 'marked-up' copies of Speech (unstapled) are to be provided by Mr ~~Collins~~ <sup>REA 4/22</sup> to Mrs C Scott by 2.30 p.m. (Mr ~~Collins~~ <sup>REA 4/22</sup> will also supply 2 copies to RG for P.A. and Reuters) KB  
BC

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(45) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 1~~23~~<sup>24</sup> copies of FSBR from Treasury Accountant, 12<sup>4</sup> copies of Command papers, 36 copies of PEWP and 8 Briefs (From EB - first 3 to JK, JR and PSJ) DB/CB/KB

(46) Issue 1~~23~~<sup>24</sup> copies of FSBR, 12<sup>4</sup> copies of Command papers, 36 copies of PEWP, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JK, PSJ and JR) DB/CS

(47) 645 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62. (see also item 40). CB/KB

(48) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):- RC

30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons

<sup>45</sup> 50 copies of Speech, <sup>45</sup> 60 copies of FSBR, PEWP and Command Papers and 60 copies of snapshot and Press Notices to RG (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".



The above parcels should then be packed for transmission to the House (see item 62)

(49) Start collation of full text of Speech with index and checklist Clerks and Typists

(50) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last AJS

(51) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, Command Papers to:- CS

Prime Minister )  
Chief Secretary )  
Financial Secretary )  
Economic Secretary )  
Ministers of State )  
Officials, etc. (See Annex for list 20))

*- RC to provide extra messenger.*  
26

*Mr Salmon to Spkr (Speech only)*

Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JK (N.B. This would mean a commensurate increase in the number of copies needed)

(52) At 12.30 p.m.: SECRET envelopes containing Speech and FSBR, to be given to messengers from:-

- Customs & Excise (6 copies of each) - *inc one to ~~JK~~.*
- Inland Revenue (6 copies of each)
- Bank of England (6 copies of each plus 6 copies of press notices)

*Issk of ~~JK~~*

(DB to arrange that these messengers come to the Chancellor's messengers' lobby)

DB

(53) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to RG for allocation to members of IDT (Copies of Brief will be sent direct to RG by EB) (and monitoring teams.)

KB/BC

1 set of above to Mr Bush (for Northern Ireland Office)

(54) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers, PEWP and Press Notices to be given to JK, PSJ and JR, and of speech only to SB CS

(55) 1 set each of Speech, FSBR, PEWP and Command Papers in sealed envelopes addressed to: CS



Leader of the House of Commons

Leader of the House of Lords (Excluding PEWP)

Leader of the Opposition (Mr Foot)

Shadow Chancellor (Mr Shore)

Chancellor's PPS (Mr Ian Stewart MP)

Mr Christopher (IRSF) - plus Press Notices (Excluding PEWP)

Sir William Clark (Chairman of Conservative  
Finance Committee)

Mr Joel Barnett, Chairman PAC (Excluding PEWP)

Mr Edward Du Cann, Chairman Treasury and CSD

Hon. Peter Brooke (Treasury Whip)  
Select Committee

to be given to SB to take to H/C (to be given out after  
Speech) (JA to collect after Chancellor's speech see 30.1m)

- (56) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers, PEWP and Press Notices.

JK

Budget Day: After lunch

- (57) Envelope copies of Speech for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 55)

- (58) SB takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 45(a))

SB

- (59) AJS arranges for copy of Speech to be taken to Speaker's Office

AJS

- (60) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:

(a) In the Press Gallery, Mrs Gilmore will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by Mr ~~Collins~~ <sup>Brazier</sup>). Mrs. Gilmore will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery. ~~PA Newsroom~~

(b) In the <sup>5</sup> broadcasting studios (ITN, BBC-TV, BBC radio, <sup>PA Newsroom</sup> and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury Official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.



(61) After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 48 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences. R C

(62) After Speech has started allow access to Committee Section to representatives of IDT who will pack:

- ~~300~~ 415 copies of Speech (supplied by CRU)
- ~~200~~ 250 copies of FSBR and ~~250~~ of other Command Papers.
- ~~300~~ 300 copies of other Depts. Budget Press Notices
- ~~300~~ 415 copies of Snapshot R C
- ~~250~~ 250 copies of PEWP (extra 45 to be sent direct to IDT for PEWP Press conference and spares)
- ~~415~~ 415 copies of Tsy Press Notices (450 Tsy PEWP PNS)
- ~~250~~ 250 copies of PEWP Press Notices.

in envelopes for Press and other callers to collect

(63) During Speech: Note changes from typed version JR

At end of Speech

(64) Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 57) JR  
SB

(65) Despatch by hand copies of Speech to other members of Cabinet (see Item 57) DB

(66) On instructions from SB, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61) SB

(67) Take 1 copy to Official Reporters SB/TS

(68) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to ~~Principal in~~ EF2 Division DB/RG  
MH

(69) Send copies as follows: RB

	<u>Speech and Brief</u>	<u>Snapshot, Resolutions, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>	<u>PEWP</u>
Mr. J. Anson, <del>UKTSB, British Embassy</del> Washington	1	3	<del>123</del>	3	3
Mr. R. Butt UKREP Brussels	1	3	84	84	4

Send 1 copy of each of above papers (except PEWP to: Director of British Information Services, NY

~~M.C.S. Weston~~  
~~Miss J. Collings~~, British Embassy, Paris. BY 6.00 pm Bag





- (70) Give 8 copies of Speech to ~~AJS~~<sup>TS</sup> for the Libraries  
of the House of Commons and the House of Lords
- (71) Ensure all officials covering the Official Box have  
copies of the Brief

TS  
S.B

S.B

CHANCELLOR'S OFFICE



BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

BY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
a.m.							
42	2						Mr Collins, EB Room 10/3 (via DB)
12.30 p.m.				1			
38/51	29	29	29 (for PM)		29	-	
Single copies as indicated to be sent by hand to:							
	PM (No.10)	Sir Douglas Wass			Mr Littler		Mr Wilding
	Chief Secretary	Mr Ryrie			Mr Barratt		Mr Middleton
	Financial Secretary	Mr Burns			Mr Byatt		Mr Kemp
	Economic Secretary	Sir Kenneth Couzens			Mr Quinlan		Mrs Gilmore Mr Mountfield
	Minister of State (C)	Sir Anthony Rawlinson			Mr Norgrove		Mr Battishill Mr Monger
	Minister of State (L)	Sir Douglas Lovelock			Mr Le		Mr Ridley (2 copies)
		Sir Lawrence Airey			Cheminant		<del>Mr French</del>
52	6 (Each to send messenger to Chancellor's messengers' lobby)	-	6		6	-	Mr Harris Customs & Excise
	6	-	6		6	-	Inland Revenue
	6	-	6		6	6	Bank of England
		<u>Snapshot</u>					
53 (a)	<del>1</del>	<del>1</del>	-	<del>1</del>	<del>1</del>	<del>1</del>	RG (via DB)
(b)	1	1	1	1	1	1	Mr Bush (for N.I.O.)
54	1	1	1	1	1	1	JK
	1	1	1	1	1	1	PSJ
	1	1	1	1	1	1	JR
	1	-	-	-	-	-	SB
<u>After Lunch</u>	57 J	Speaking copy	1	1	1	1	Chancellor (with Brief)
		1	-	-	-	-	Speaker's Office (via AJS)



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u> <u>(with checklist</u> <u>incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other</u> <u>Command</u>	<u>Press</u> <u>Notices</u>	
<u>During Speech</u>								
44/48	30	30 <sup>∅</sup>	-	-	-	-	-	Press Gallery (via SB)
44/60	16*+	-	-	-	-	-	-	ITN
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	2	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	12**+	-	-	-	-	-	-	BBC
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	3	2 <sup>∅</sup>	3 <sup>∅</sup>	Personal copies
	10*+	-	-	-	-	-	-	BBC Radio
	3*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	-	3 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	5*+	-	-	-	-	-	-	IRN
	1*	1 <sup>∅</sup>	-	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	LBC
<u>At end of Speech</u>								
15/68	3	3	-	3	-	3	3	NEDO
	3	3	1	3	2	3	3	CBI
	3	3	-	3	2	3	3	TUC
	3	3	-	3	2	3	3	Conservative Research
	14	14	-	14	-	14	14	Diplomatic Dept. Missions (via <sup>MH</sup> <del>PG</del> )
	1	-	-	1	1	1	1	Mr Limon (via Mr Bush)
55/64	9	-	-	9	7	10		Single copies as indicated via SB to:-
								Speaker Hon. P. Brooke
								(except PEWP) Mr Shore
								Mr Pym Sir W Clark
								Mr Stewart
								(Except PEWP)
								Mr Foot Mr Du Cann Mr Joel Barnett
								Press Notices (Except PEWP)
	1	1	-	1	-	1	1	(Mr Christopher (IRSF))

+ Includes 1 marked up and unstapled copy  
\* Sectioned  
∅ With final section/at end of speech  
\* Includes 2 marked up and unstapled copies

Single copies as indicated via SB to:-  
Speaker Hon. P. Brooke  
(except PEWP) Mr Shore  
Mr Pym Sir W Clark  
Mr Stewart  
(Lord Soames/ (Except PEWP)  
Mr Foot Mr Du Cann Mr Joel Barnett  
Press Notices (Except PEWP)  
1 (Mr Christopher (IRSF))



Item No.	Speech	Snapshot <del>(with checklist incorporated)</del>	Resolutions	FSBR	PEWP	Other Command Papers	Press Notices
<u>At end of speech (contd.)</u>							
65	18	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lady Young
69	1.	3	3	123	3	3	<del>UKTSB</del> <sup>British Embassy, Washington</sup>
	1.	3	3	84	4	84	UKREP Brussels <sup>∅</sup>
	1.	1	1	1		1	BIS, NY <sup>∅</sup>
	1.	1	1	1		1	BE, Paris <sup>∅</sup>
70	8						Mr Salveson <sup>∅</sup> (For House Libraries)

Total of above 219 (plus 94 speaking copy) 41 133 36 124 73 (36 Brief: 8 only (with Brief) of other Depts, PEWP PNs)

Despatched in bulk by CRU

48/61/66	<del>60</del>	120	<del>68</del>	<del>68</del>	<del>68</del>	60 Tsy PN, 60 PE PNs, 60 other Depts. on Budget
62	<del>270</del>	<del>525</del>	<del>280</del>	<del>230</del>	<del>240</del>	410 (Tsy) (450 Tsy) Mr Batchelor in CRU
Other IDT	<del>325</del>	<del>395</del>	<del>275</del>	<del>245</del>	<del>255</del>	285 (PEWP) PEWP (for IDT)
	+ GE to provide copies direct to IDT					
	<del>300</del>					280 (Tsy)

Total copies required

<del>576</del>	<del>739</del>	41	<del>440</del>	<del>318</del>	<del>411</del>	863 (Tsy)
619	609		443	326	424	350 (PEWP)
						413 (Other Depts)
						Brief: 8

\*900 additional copies of Treasury and non-Treasury Press Notices (except other Departments' p.e.w.p. notices) will be sent direct to AJS by Departments responsible (see Item 12)







*Minister of State, Treasury*

Miss O'Mara

BUDGET AIDE MEMOIRE :  
CHANCELLOR'S OFFICE  
TIMETABLE

A couple of very minor  
things:

1st page - the list for Other  
Private Offices omits Miss  
Pollock, Mr Bush, and Mr Milner.

Annex - as a hangover from  
last year, refers to Minister  
of State (L).

AH

A.P. HUDSON

FROM: MISS M O'MARA

DATE: 13 January 1983



Mr Kerr  
Miss O'Mara  
Miss Rutter  
Miss Young  
Mr Brazier  
Mr Lawrence  
Mr Visconti  
Mrs Willis  
Miss Taylor  
Mr Gieve  
Miss Swift  
Mr Donnelly  
Mr Kwiecinski  
Mr Harrison  
Miss Pollock  
Mr J Williams  
Mr Bush  
Mrs Dunn  
Mr Hudson  
Mr Milner  
Mr Ridley  
Mr French  
Mr Harris

Mr Kemp  
Mr Allen  
Mr Norgrove  
Mr Corcoran  
Mr Collins  
Mr Hall  
Mr Monaghan  
Mr Page  
Mr Macrae  
Miss Edwards  
Mr Haydon  
Mr TAA Hart  
Mr Moore  
Mr Martin  
Mr Lavelle  
Mr Graham  
Mr Salveson  
Mr Stubbington  
Mr Collinson  
Mr Hunter

Mr Chambers  
Mr Batchelor  
Mr Bobsin  
Mr Carpenter  
[Parliamentary Private Secretary]  
PS/Inland Revenue  
PS/Customs & Excise

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## BUDGET AIDE MEMOIRE

### CHANCELLOR'S OFFICE TIMETABLE

I attach a draft of this year's Budget Aide Memoire.

2. I should be grateful if copy recipients would check through this and let me know of any errors or omissions by close of play on Tuesday 18 January please. Any suggestions for improvements on the practice of earlier years would be welcome. Could Mr Hall in particular consider whether we need to alter our press arrangements to cover Channel 4/Breakfast TV interests.

3. We hope to arrange a meeting during the course of next week to discuss nuts and bolts in more detail.

MOM

MISS M O'MARA



## BUDGET 1983: CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech	219	360	Mr Salveson will make his own arrangements
Snapshot	94	460	
Resolutions	41	-	
FSBR	123	310	
Command Papers	124	290	
Press Notices	73	475 (Tsy) 355 (Non Tsy)	
Brief	8	235	

<u>Code</u>		
	JK John Kerr	(5728)
	MOM Margaret O'Mara	(5418)
	JR Jill Rutter	(5457)
	KB Ken Brazier	(5597)
	NL Nigel Lawrence	(5512)
	MV Marco Visconti	(3910)
	DY Donna Young	(5487)
	LW Lesley Willis	(4262)
	PT Pat Taylor	(3836)
	RC Ron Carpenter	(3327)
	AB Tony Batchelor	(7278)
	PK Peter Kemp	(3016)
	MH Martin Hall	(3443)
	JP John Page	(7616)
	FM Frank Martin	(7393)
	BC Barry Collins	(7426)
	AJS John Salveson	(4749)
	TS Tim Stubbington	(5532)
	JG John Graham	(6160)
	CU Central Unit	(3942)
	GH George Haydon	(7565)

Distribution: (Further copies are available from Ken Brazier)

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr J Kerr	Mr J Gieve	Mr Kemp
Miss M O'Mara	Miss J Swift	Mr Allen
Miss J Rutter	Mr M Donnelly	Mr Norgrove
Mr K Brazier	Mr C D Harrison	Mr Corcoran
Mr N Lawrence	Mr E Kwiecinski	Mr Collins
Mr M Visconti	Mr J Williams	(Parliamentary Private Secretary)
Miss D Young	Mrs R Dunn	Mr Mountfield
Mrs L Willis	Mr A Hudson	
Miss P Taylor	Mr A Ridley	
	Mr D French	
	Mr R Harris	
	PS/Customs & Excise	
	PS/Inland Revenue	



Parliamentary Section

Mr Salveson  
Mr Stubbington  
OF

Mr Lavelle (Item 26)  
Mr Graham (Items 15 & 67)

FP

Mr Moore  
Mr Martin  
EO

Mr Chambers  
Mr Batchelor  
Mr Bobsin

IDT

Mr Hall  
Mr Monaghan  
Mr Page  
Mr Macrae  
Miss Edwards  
Mr Haydon

Accounts

Mr Collinson  
Mr Hunter

CHANCELLOR'S OFFICE

January 1983





Preparation in weeks before the Budget

- (1) Arrange audience of The Queen with her Private Secretary JR
- (2) Arrange for sufficient 3600 machines, stocks of paper and a mechanic on call to be available from Sunday. KB/AB
- (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. JP
- (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on [day before Budget] and on Budget Day. (For Private Office and IDT as well) JR/FM
- (5) Submit publicity arrangements to Chancellor MH
- (6) Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section. JP
- (7) Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.) AJS/KB
- (8) CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs) CU/JR/AJS
- (9) Arrange for laying of White Papers, etc. AJS
- (10) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements. JK
- (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.) JR
- (12) Two weeks before Budget Day, KB writes to Vote Office about Resolutions and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:- KB/CU



<u>Treasury PNs</u>	Total required	1,713	(AB will check)
	Vote Office	900	
+	Chancellor's Office	73	
	IDT and Treasury Mailing lists	<u>740</u>	

Other Departments PNs

	Total required	1,333
+	Vote Office	900
	IDT	360
	Ch's Office	73

- (13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MOM, JR and DY with Speech sections to House at 3.00 p.m. on Budget Day RC
- (14) Prepare addressed envelopes or labels for those listed below under Items 15,44,48,51,55 and 69 LW
- (15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down, viz:- NL
- (a) NEDO (211 3000) )Each to have 3 copies of Speech,  
CBI (379 7400) )Snapshot, FSBR, Command Papers and  
TUC (636 4030) )any Press Notices  
Conservative Research )  
Dept (222 9000) )
- (b) MV to arrange with AT in EF2 Division (M.H.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, set of 1 copy of each of the above documents (12 sets in all)
- (c) MV to arrange with Mr Corcoran for him to pick up 1 copy each of Speech, FSBR, other Command Papers and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee
- (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to KB and AB in CRU as appropriate (see Annex) by close of play on [Friday before Budget] the latest. KB
- (17) Thursday before Budget  
Inform IDT of likely length of Speech. JK/JP
- (18) Friday before Budget  
Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS JK
- (19) Submit draft Snapshot to Chancellor's Office EB/IDT



- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box BC/JR
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office PK/CU
- (22) Submit final draft of TV speech if available Mr French/  
MH

SATURDAY-MONDAY

Saturday before Budget

- (23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.  
Work as necessary to produce final version of Speech  
Chancellor: photo-call in Surrey  
(NB IDT to be informed of any interesting pre-Budget weekend invitations)
- (24) Type Snapshot on A4 paper EB
- (25) Check and make corrections in Chancellor's speaking copy, section by section Chancellor's  
Office
- (26) Roll off and collate 37 copies of speech for: PT
- Private Secretaries (3)
  - EB (3 copies) - to check Brief, Snapshot and Guidance telegrams
  - Mr Lavelle - to prepare telegrams to overseas Governments:
- (a) Chancellor to EEC Finance Ministers  
EEC Commissioner for Financial and Monetary Affairs  
MD of IMF  
Finance Ministers in US, Japan and Canada
  - (b) Sir Douglas Wass to Members of Co-ordinating Committee
- Governor, Treasury Ministers (6)
  - Permanent Secretaries, PS/IR, PS/C&E, Deputy Secretaries, Mr Kemp, Mr Moore, Mr Hall, Mr Salveson, Mr Ridley, Mr French, Mr Harris, Mr Norgrove, Mr Mountfield, Mr Monger
- Arrange with BC for EB's copies to be delivered on Saturday (24)  
KB/BC
- (27) Send speaking copy and spare to Chancellor JK

Day before Budget

- (28) 9.00 a.m. Ensure that copies circulated by hand as in item 26 KB



- (29) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day. BC
- (30) Confirm likely length of speech with IDT to guide radio/TV. JK
- (31) By 2 p.m. start amending speech as necessary LW
- (32) Check any corrections section by section Chancellor's Office
- (33) Chancellor due at Buckingham Palace, 6.00 p.m.
- (34) Receive Snapshot from EB(BC) for checking MOM/BC
- (35) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JK/LW
- (36) Final check of Snapshot before collating MOM
- (37) Photocopy 33 copies of final text, section by section, for PT
- Chancellor
  - Prime Minister
  - Treasury Ministers (5)
  - Officials and Advisers (22 - listed in annex)
  - Private Secretaries (4)
- (38) Roll off 225 copies of speaking copy, section by section and 737 copies of snapshot (White Paper) PT/CRU

BUDGET DAY:

- (39) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) JP
- (40) 10 a.m.: Budget Cabinet
- (41) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 360 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 4<sup>8</sup> and 6.1). From Private Office production of Speech (225) copies send 2 copies by hand to BC (EB Room 17/1) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, [ ] copies to be made for BBC TV, BBC Radio, IRN, ITN (2 copies), PA, Reuters and PA Newsroom [Breakfast TV? ] AB/BC/MV
- (42) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex KB
- (43) Prepare packages as follows: NL/LW
- (a) Press Gallery via DY (see also item 59)
    - 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section





BUDGET PAPERS : COPIES HANDLED ON BUDGET DAYBY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>a.m.</u>						
41	2					Mr Collins, EB Room 99/2 (via KB)
<u>12.30 p.m.</u>						
37/55	29	29	29	29	-	
Single copies as indicated to be sent by hand to:						
	PM (No.10)	Sir Douglas Wass		Mr Byatt		Mr Wilding
	Chief Secretary	Mr Burns		Mr Bailey		Mr Middleton
	Financial Secretary	Mr Littler		Mr Norgrove		Mr Kemp
	Economic Secretary	Sir Anthony Rawlinson		Mr Le Cheminant		Mr Hall
	Minister of State (C)	Angus Fraser				Mr Moore
	Minister of State (R)	Sir Lawrence Airey				Mr Ridley
						Mr French
						Mr Mountfield
						Mr Monger
						Mr Harris
		<u>Snapshot</u>				
	6	6	-	6	-	Customs & Excise
	6	6	-	6	-	Inland Revenue
	6	6	-	6	6	Bank of England
	18	18	-	18	18	MH (via KB)
	1	1	1	1	1	Mr Corcoran (for N.I.O.)
	1	1	1	1	1	JK
	1	1	1	1	1	MOM
	1	1	1	1	1	JR
	1	-	-	-	-	DY
<u>After Lunch</u>	Speaking copy 1	-	1 -	1 -	1 -	Chancellor (with Brief) Speaker's Office (via AJS)



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot (with checklist incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command</u>	<u>Press Notices</u>	
<u>During speech</u>							
46/65	30	30 <sup>♠</sup>	-	-	-	-	Press Gallery (via DY)
	16* <sup>+</sup>	-	-	-	-	-	ITN
	2* <sup>+</sup>	2 <sup>♠</sup>	-	2 <sup>♠</sup>	2 <sup>♠</sup>	2 <sup>♠</sup>	Personal copies
	12* <sup>+</sup>	-	-	-	-	-	BBC
	2* <sup>+</sup>	2 <sup>♠</sup>	-	2 <sup>♠</sup>	2 <sup>♠</sup>	3 <sup>♠</sup>	Personal copies
	11* <sup>+</sup>	-	-	-	-	-	BBC Radio
	2* <sup>+</sup>	2 <sup>♠</sup>	-	2 <sup>♠</sup>	2 <sup>♠</sup>	2 <sup>♠</sup>	Personal copies
	5* <sup>+</sup>	-	-	-	-	-	IRN
	1* <sup>+</sup>	1 <sup>♠</sup>	-	1 <sup>♠</sup>	1 <sup>♠</sup>	1 <sup>♠</sup>	LBC
	1* <sup>+</sup>	-	-	-	-	-	Channel 4
	1*	1 <sup>♠</sup>	-	1 <sup>♠</sup>	1 <sup>♠</sup>	1 <sup>♠</sup>	Personal copies
<u>At end of Speech</u>							
15/	3	3	-	3	3	3	NEDO
70	3	3	1	3	3	3	CBI
	3	3	-	3	3	3	TUC
	3	3	-	3	3	3	Conservative Research Dept.
	14	14	-	14	14	14	Diplomatic Missions (via JG)
	1	1	-	1	1	1	Mr Limon (via Mr Corcoran)
56/	10	-	-	10	10		Single copies as indicated via DY to:-
	+ Includes 1 marked up and unstapled copy * Sectioned ♠ With final section/at end of speech * Includes 2 marked up and unstapled copies						
							Mr A Goodlad, Speaker, Mr Shore, Sir W Clark, Mr Biffa, Mr Ranton, Lady Young, Mr Foot, Mr Du Cann, Mr Joel Barnett
							<u>Press Notices</u>
	1	1	-	1	-	1	(Mr Christopher (IRSF))



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>At end of speech (contd.)</u>							
68	10	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lady Young
71	1	3	3	3	3	3	British Embassy, Washington <sup>b</sup>
	1	3	3	4	4	3	UKREP Brussels <sup>b</sup>
	1	1	1	1	1	1	BIS, NY <sup>b</sup>
	1	1	1	1	1	1	BE, Paris <sup>b</sup>
72	8						Mr Salveson <sup>b</sup> (For House Libraries)
<b>Total of above</b>	219 (plus speaking copy)	94	41	123	124	73	36 <u>Brief</u> : 8 only of other Depts. ( <sup>b</sup> with Brief)
<b>Despatched in bulk by CRU</b>							
49	105	130		60	60	60	60 other Depts. Mr Batchelor in CRU (for IDT)
63	320	460		300	270	440 (Tsy) 290 (Other Depts.) 220 (Tsy)	
<b>Other IDT</b>							
<b>Total copies required</b>	639	2026	41	453	429	1960 (Tsy) 1600 (Other Depts.) Brief: 8	

1150 additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS c/o Committee Section by Departments responsible (see Item 12.)



**BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY**  
**BY CHANCELLOR'S OFFICE**

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>a.m.</u>						
41	2					Mr Collins, EB Room 99/2 (via KB)
<u>12.30 p.m.</u>						
37/55	29	29	29	29	-	
Single copies as indicated to be sent by hand to:						
	PM (No.10) Chief Secretary Financial Secretary Economic Secretary Minister of State (C) Minister of State (R)	Sir Douglas Wass Mr Burns Mr Littler Sir Anthony Rawlinson Angus Fraser Sir Lawrence Airey		Mr Byatt Mr Bailey Mr Norgrove Mr Le Cheminant		Mr Wilding Mr Middleton Mr Kemp Mr Hall Mr Moore Mr Ridley Mr French Mr Mountfield Mr Monger Mr Harris
		<u>Snapshot</u>				
	6	6	-	6	-	Customs & Excise
	6	6	-	6	-	Inland Revenue
	6	6	-	6	6	Bank of England
	18	18	-	18	18	MH (via KB)
	1	1	1	1	1	Mr Corcoran (for N.I.O.)
	1	1	1	1	1	JK
	1	1	1	1	1	MOM
	1	1	1	1	1	JR
	1	-	-	-	-	DY
<u>After Lunch</u>	Speaking copy 1		1 -	1 -	1 -	Chancellor (with Brief) Speaker's Office (via AJS)





<u>Item No.</u>	<u>Speech</u>	<u>Snapshot (with checklist incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command</u>	<u>Press Notices</u>
<u>During speech</u>						
46/65	30*	30 <sup>♢</sup>	-	-	-	- Press Gallery (via DY)
	16*+	-	-	-	-	- ITN
	2* <sup>♢</sup>	2 <sup>♢</sup>	-	2 <sup>♢</sup>	2 <sup>♢</sup>	2 <sup>♢</sup> Personal copies
	12*+	-	-	-	-	- BBC
	2* <sup>♢</sup>	2 <sup>♢</sup>	-	2 <sup>♢</sup>	2 <sup>♢</sup>	3 <sup>♢</sup> Personal copies
	11*+	-	-	-	-	- BBC Radio
	2* <sup>♢</sup>	2 <sup>♢</sup>	-	2 <sup>♢</sup>	2 <sup>♢</sup>	2 <sup>♢</sup> Personal copies
	5*+	-	-	-	-	- IRN
	1* <sup>♢</sup>	1 <sup>♢</sup>	-	1 <sup>♢</sup>	1 <sup>♢</sup>	1 <sup>♢</sup> LBC
	1* <sup>♢</sup>	-	-	-	-	- Channel 4
	1*	1 <sup>♢</sup>	-	1 <sup>♢</sup>	1 <sup>♢</sup>	1 <sup>♢</sup> Personal copies
<u>At end of Speech</u>						
15/	3	3	-	3	3	3 NEDO
70	3	3	1	3	3	3 CBI
	3	3	-	3	3	3 TUC
	3	3	-	3	3	3 Conservative Research Dept.
	14	14	-	14	14	14 Diplomatic Missions (via JG)
	1	1	-	1	1	1 Mr Limon (via Mr Corcoran)
56,	10		-	10	10	Single copies as indicated via DY to:-
	+ Includes 1 marked up and unstapled copy					
	* Sectioned					
	♢ With final section/at end of speech					
	* Includes 2 marked up and unstapled copies					
	Mr A Goodlad, Speaker, Mr Shore, Sir W. Clark, Mr Biffen, Mr Renton, Lady Young, Mr Foot, Mr Du Cann, Mr Joel Barnett					
	<u>Press Notices</u>					
	1	1	-	1	-	1 (Mr Christopher (IRSF))



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>At end of speech (contd.)</u>							
68	10	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lady Young
71	1	3	3	3	3	3	British Embassy, Washington <sup>b</sup>
	1	3	3	4	4	3	UKREP Brussels <sup>b</sup>
	1	1	1	1	1	1	BIS, NY <sup>b</sup>
	1	1	1	1	1	1	BE, Paris <sup>b</sup>
72	8						Mr Salveson <sup>b</sup> (For House Libraries)
<b>Total of above</b>	219 (plus speaking copy)	94	41	123	124	73	36 <u>Brief</u> : 8 only of other Depts. ( <sup>b</sup> with Brief)
<b>Despatched in bulk by CRU</b>							
49	105	130		60	60	60	60 other Depts. Mr Batchelor in CRU (for IDT)
63	320	460		300	270	440 (Tsy) 290 (Other Depts.)	
<b>Other IDT</b>						220 (Tsy)	
<b>Total copies required</b>	639	2026	41	453	429	1960 (Tsy) 1600 (Other Depts.) Brief: 8	

1150 additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS c/o Committee Section by Departments responsible (see Item 12.)



- 1 copy of Snapshot, with each final section (ie 30 snapshots)

(b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  1. Sue Tinson, ITN Budget Programme
  2. Peter Hall, Editor 'Oracle' News servicesto be handed over at end of speech.

(c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 3 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  1. Producer, BBC Budget Programmeand to be handed over at end of Speech.  
BBC Economics Editor.

(d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
  1. Dominick Harrod  
BBC Economics Correspondent
  2. Producer, PM Budget SpecialNB: These envelopes to be handed over at end of Chancellor's speech

(e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page-by-page distribution\*



- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

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\* 5 'marked-up' copies of Speech (unstapled) are to be provided by Mr Lawrence to Mrs L Willis by 2.30 p.m. (Mr Lawrence will also supply 2 copies to MH for P.A. and Reuters)

KB

- 
- (44) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 123 copies of FSBR from Treasury Accountant, 124 copies of Command papers and 8 Briefs (From EB - first 3 to JK, JR and PSJ)

KB/NL/MV

- (45) Issue 123 copies of FSBR, 124 copies of Command papers, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to JK, MOM and JR)

KB/LW

- (46) 645 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 48 and 61. (see also item 40).

NL/KB

- (47) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

RC

30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 45 copies of FSBR and Command Papers and 60 copies of snapshot and Press Notices to MH (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 61)

- (48) Start collation of full text of Speech with index and checklist

Clerks  
and  
Typists

- (49) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last

AJS

- (50) By 12.30 p.m.: Make up and despatch SECRET envelopes containing





1 copy each of Speech, FSBR, Resolutions, Command Papers to:-

LW

Prime Minister  
Chief Secretary  
Financial Secretary  
Economic Secretary  
Ministers of State  
Officials, etc. (See Annex for list 20)

RC to  
provide ext  
messenger  
26

Speaker (via Mr Salveson)  
1 Set of above to Mr Corcoran (for Northern Ireland Office)  
Plus any other Ministers or officials to whom the issue of advance  
copies may be authorised by JK (N.B. This would mean a commensurate  
increase in the number of copies needed)

(51) At 12.30 p.m.: SECRET envelopes containing Speech and FSBR,  
to be given to messengers from:-

- Customs & Excise (6 copies of each) - including 1 to Isle of Man
- Inland Revenue (6 copies of each)
- Bank of England (6 copies of each plus 6 copies of press notices)

(KB to arrange that these messengers come to the Chancellor's messengers' lobby)

KB

(52) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to MH for allocation to members of IDT  
(Copies of Brief will be send direct to MH by EB and monitoring teams.)

MV/BC

(53) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to JK, MOM and JR, and of speech only to DY

LW

(54) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to:

LW

Leader of the House of Commons

Leader of the House of Lords

Leader of the Opposition (Mr Foot)

Shadow Chancellor (Mr Shore)

Chancellor's PPS

Mr Christopher (IRSF) - plus Press Notices

Sir William Clark (Chairman of Conservative Finance Committee)

Mr Joel Barnett, Chairman PAC

Mr Edward Du Cann, Chairman Treasury and CSD

A Goodlad (Treasury Whip)

to be given to DY to take to [Parliamentary Private Secretary's] room, House of Commons (to be given out after Speech) (JR to collect after Chancellor has sat down).

(55) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers and Press Notices.

JK



Budget Day: After lunch

- (56) Envelope copies of Speeches for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 54)
- (57) DY takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 43(a)) DY
- (58) AJS arranges for copy of Speech to be taken to Speaker's Office AJS
- (59) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
- (a) In the Press Gallery, Mr Hall will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by Mr Lawrence). Mr Hall will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
- (b) In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA Newsroom and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (60) After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 47 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences. RC
- (61) After Speech has started allow access to Committee Section to representatives of IDT who will pack:
- 305 copies of Speech (supplied by CRU)
  - 275 copies of FSBR and 255 of other Command Papers.
  - 300 copies of other Depts'. Budget Press Notices
  - 415 copies of Snapshot
  - 430 copies of Tsy Press Notices
- in envelopes for Press and other callers to collect
- (62) During Speech: Note changes from typed version JR

At end of Speech

- (63) Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 54) JR
- (64) Despatch by hand copies of Speech to other members of Cabinet (see Item 56) KB



- (65) On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61) DY
- (66) Take 1 copy to Official Reporters DY/TS
- (67) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to EF2 Division KB/JG
- (68) Send copies as follows:- KB

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr J Anson British Embassy Washington	1	3	3	3
Mr R Butt UKREP Brussels	1	3	4	4

Send 1 copy of each of above papers to:  
Director of British Information Services, NY

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag

(Copies obtained from LW: See Item 44)

- (69) Give 8 copies of Speech to TS for the Libraries of the House of Commons and the House of Lords TS
- (70) Ensure all officials covering the Official Box have copies of the Brief. DY

CHANCELLOR'S OFFICE



## BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

## BY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>		
.m.							
42	2					Mr Collins, EB Room 10/3 (via DB)	
2.30 p.m.							
38/51	29	29	29	29	-		
	Single copies as indicated to be sent by hand to:				[Dep Sec of]		
	PM (No.10)	Sir Douglas Wass				Mr Wilding	
	Chief Secretary					Mr Middleton	
	Financial Secretary	Mr Burns.		Mr Bvatt		Mr Kemp	
	Economic Secretary	Mr Littler		Mr Bailey		Mr Hall	
	Minister of State (C)	Sir Anthony Rawlinson		Mr Norgrove		Mr Moore	
	Minister of State (L)	Sir Douglas Lovelock		Mr Le Cheminant		Mr Ridley	
		Sir Lawrence Airey				Mr. French	
						Mr Harris	
52	6 (Each to send messenger to Chancellor's messengers' lobby)	-	6	6	-	Customs & Excise	
	6	-	6	6	-	Inland Revenue	
	6	-	6	6	6	Bank of England	
		<u>Snapshot</u>					
53 (a)	18	18	18	18	18	RG (via KB)	
(b)	1	1	1	1	1	Mr Corcoran (for N.I.O.)	
54	1	1	1	1	1	JK	
	1	1	1	1	1	MOM	
	1	1	1	1	1	JR	
	1	-	-	-	-	DY	
<u>After</u>	57	Speaking copy	1	1	1	1	Chancellor (with Brief)
<u>Lunch</u>	60	1	-	-	-	-	Speaker's Office (via AJS)





<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>At end of speech (contd.)</u>							
65	18	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lady Young
69	1	3	3	3	3	3	British Embassy, Washington
	1	3	3	4	4	3	UKREP Brussels <sup>Ø</sup>
	1	1	1	1	1	1	BIS, NY <sup>Ø</sup>
	1	1	1	1	1	1	BE, Paris <sup>Ø</sup>
70	8						Mr Salveson <sup>Ø</sup> (For House Libraries)
<hr/>							
Total of above	219 (plus speaking copy)	94	41	123	124	73 (36 Brief: 8 only (Ø with Brief) of other Depts,	
<hr/>							
Despatched in bulk by CRU							
48/61/66	85	120		45	45	60 Tsy PN, 60 430 (Tsy) (450 Tsy	60 other Dept Mr Batchelor in CRU
62							
Other IDT	305	395		275	255	300 (other Depts) 250 (Tsy)	(for IDT)
<hr/>							
Total copies required	619	609	41	443	424	863 (Tsy) 413 (Other Depts) Brief: 8	

\*900 additional copies of Treasury and non-Treasury Press Notices  
will be sent direct to AJS by Departments responsible (see Item 12).



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot (with checklist incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other Command</u>	<u>Press Notices</u>	
<u>During Speech</u>								
4/48	30	30 <sup>ø</sup>	-	-	-	-	-	Press Gallery (via DY)
4/60	16*+	-	-	-	-	-	-	ITN
	2*	2 <sup>ø</sup>	-	2 <sup>ø</sup>	2	2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
	12*+	-	-	-	-	-	-	BBC
	2*	2 <sup>ø</sup>	-	2 <sup>ø</sup>	3	2 <sup>ø</sup>	3 <sup>ø</sup>	Personal copies
	10*+	-	-	-	-	-	-	BBC Radio
	2*	2 <sup>ø</sup>	-	2 <sup>ø</sup>	-	2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
	5*+	-	-	-	-	-	-	IRN
	1*	1 <sup>ø</sup>	-	1 <sup>ø</sup>	1 <sup>ø</sup>	1 <sup>ø</sup>	1 <sup>ø</sup>	LBC
<u>At end of Speech</u>								
15/68	3	3	-	3	-	3	3	NEDO
	3	3	1	3	2	3	3	CBI
	3	3	-	3	2	3	3	TUC
	3	3	-	3	2	3	3	Conservative Research Dep
	14	14	-	14	-	14	14	Diplomatic Missions (via JG)
	1	-	-	1	1	1	1	Mr Limon (via Mr Corcoran)
55/64	9	-	-	9	7	10		Single copies as indicated via DY to:- Speaker
								Mr A Goodlad Mr Shore Sir W Clark Mr Pym Lady Young Parliamentary Private Secretary Mr Foot Mr Du Cann Mr Joel Barnett
								<u>Press Notices</u> 1 (Mr Christopher (IRSF))
	1	1	-	1	-	1	1	

+ Includes 1 marked up and unstapled copy  
\* Sectioned  
ø With final section/at end of speech  
\* Includes 2 marked up and unstapled copies



# HM TREASURY ORGANISATION CHART

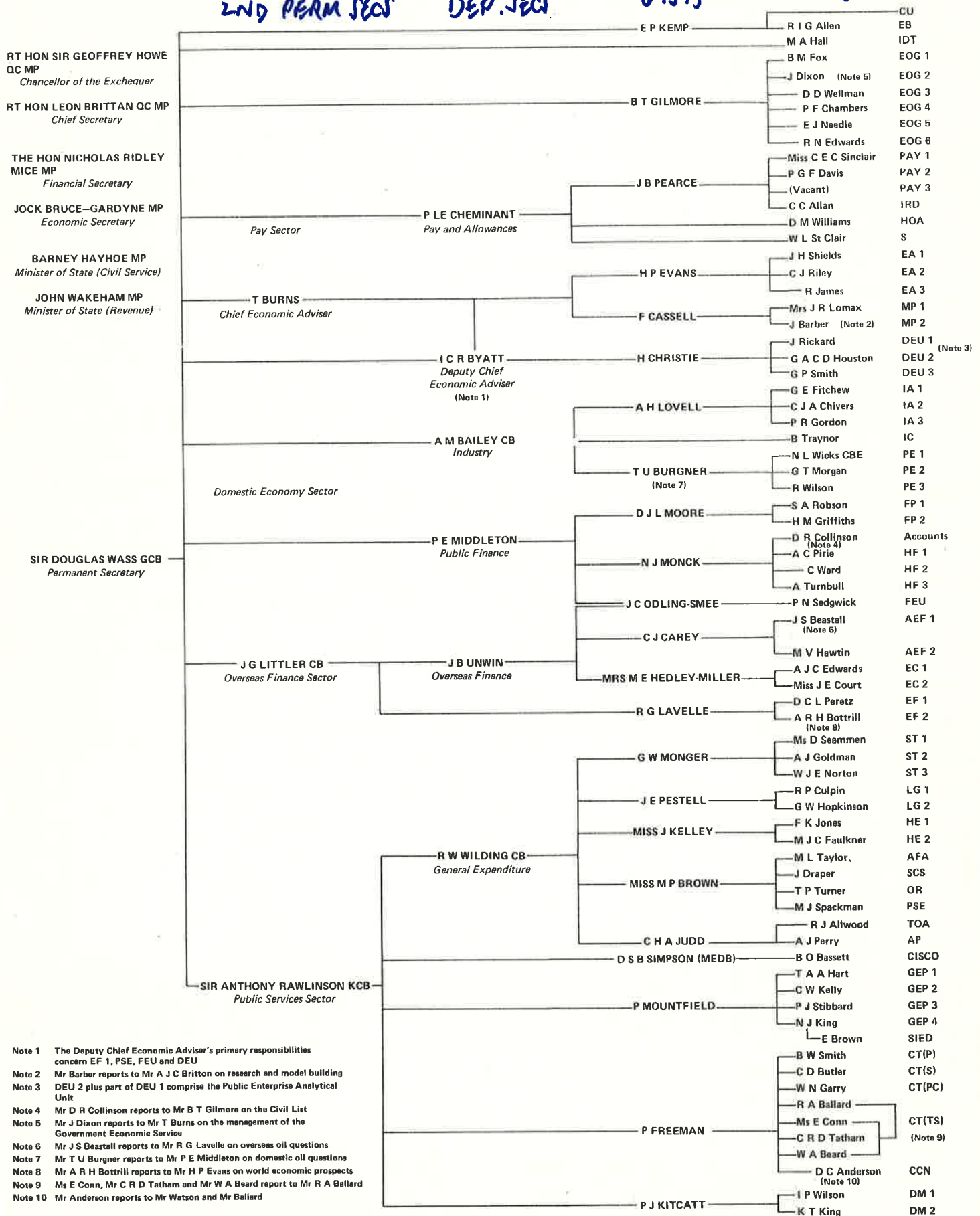
JANUARY 1983

2ND PERM SECT

DEP. SECT

U.S.'S

A.S.'S



- Note 1 The Deputy Chief Economic Adviser's primary responsibilities concern EF 1, PSE, FEU and DEU
- Note 2 Mr Barber reports to Mr A J C Britton on research and model building
- Note 3 DEU 2 plus part of DEU 1 comprise the Public Enterprise Analytical Unit
- Note 4 Mr D R Collinson reports to Mr B T Gilmore on the Civil List
- Note 5 Mr J Dixon reports to Mr T Burns on the management of the Government Economic Service
- Note 6 Mr J S Beastall reports to Mr R G Lavelle on overseas oil questions
- Note 7 Mr T U Burgner reports to Mr P E Middleton on domestic oil questions
- Note 8 Mr A R H Bottrill reports to Mr H P Evans on world economic prospects
- Note 9 Ms E Conn, Mr C R D Tatham and Mr W A Beard report to Mr R A Ballard
- Note 10 Mr Anderson reports to Mr Watson and Mr Ballard





INLAND REVENUE  
CENTRAL DIVISION  
SOMERSET HOUSE

From: A W Kuczys  
18 January 1983

MISS O'MARA

BUDGET AIDE MEMOIRE

1. Thank you for copying your note of 13 January to the Revenue.
2. We have only one comment on the draft aide memoire. We are currently due to receive 6 copies each of the Speech and the FSBR on Budget Day (item 51), but no copies of the snapshot. We would find it helpful to include 6 copies of the snapshot in our package: is this possible?
3. I don't think it is necessary for us to send anyone to your meeting at 4.30pm on Friday. We (and, I understand, Customs) are content for FP to look after our interests.

A W KUCZYS

cc Mr Martin  
PS/Customs

Mr Painter  
Mr Lewis  
Mr Mace  
Mrs Hubbard  
Miss Dyall





(2)

FROM: R G LAVELLE  
DATE: 18 January 1983

MISS O'MARA

cc: Mr Graham

BUDGET AIDE-MEMOIRE: PARA 26

We made two changes last year in the arrangements for Budget messages to overseas colleagues viz (i) abandoning the Wass message to the Co-ordinating Committee and (ii) clearing/sending the one to Finance Ministers etc towards the end of Budget week.

2. So I suggest the reference to the EF role be reduced to:

" - Mr Lavelle - to prepare a telegram to selected overseas Finance Ministers etc for issue later in the week;

" - Governor ... "

R G LAVELLE



LK

*(Handwritten mark)*

FROM: J GRAHAM  
DATE: 18 January 1983

MISS O'MARA

cc Mr Lavelle  
Mr Bottrill

BUDGET AIDE MEMOIRE

Item 15(b) covers distribution of budget documents. I think it should be amended to reflect last year's practice when 14 sets were distributed. This number included 2 extra copies for the Canadian Commission and the Japanese Embassy in addition to the 12 already listed.

2. It might also be more helpful if the tasks at 15 and 67 are allocated to one person, KB for example, from The Chancellor's Office, rather than the three as at present.

*J Graham*

J GRAHAM  
EF2  
Room 106/3  
Ext 6160





*psp*

FROM: T A M POLLOCK  
DATE: 19 JANUARY 1983

PS/CHANCELLOR  
(Miss O'Mara)

BUDGET AID MEMOIRE  
CHANCELLOR'S OFFICE TIMETABLE

In response to your note of 13 January, it would be helpful if I could be included in the list of 'Other Private Offices' for distribution of papers.

MISS T A M POLLOCK



UNCLASSIFIED

FROM: A W BATCHELOR

DATE: 28 JANUARY 1983

MISS O'MARA

cc Mr Hart  
Mr Chambers  
Mr Page  
Mr Carpenter  
Mr Hunter  
Mr Corcoran  
Mr Haydon

BUDGET AIDE MEMOIRE

I attach at Annex A revisions to the Budget aide memoire which we discussed at our meeting last Friday and at Annex B a summary of the distribution lists for the budget documentation.

Neither Annex takes account of the changes which may be required to the distributions which are undertaken by the Chancellor's office; other than that I trust that the figures can now be regarded as reasonably firm.

I would be glad if copy recipients could let me have any comments they have on the annexes. In particular I would be glad if Mr Page and Mr Haydon could re-consider the need for so many spare copies. The most I think we could run to would be 15 copies of the speech, 50 copies of the snapshot and 50 copies of the press notices. It takes time to <sup>collate</sup> ~~collect~~ these when we are up against deadlines and it is a case of every little helps.

I would also be glad if Mr Hart could also let me know whether he envisages that other Government Departments will issue press notices on public expenditure topics. I would welcome the opportunity to comment on <sup>any</sup> ~~my~~ letter or PESC paper which is sent to departments on this issue.

It would probably be more convenient if all budget material coming into the building from other Government Departments (eg FSBRs and press notices) were directed to me in Committee Section (74/G) in three separate parcels (one for the Chancellor's office, one for the vote office and one for IDT) containing the required number of copies. This has advantages in creating only one control point. Perhaps the letter referred to at item 12 in the aide memoire could reflect this - if you are attracted by this idea.



A W BATCHELOR





Revisions to Budget Aide Memoire

(edition circulated on 13 January 1983)

Item 12

Numbers of Press Notices required as follows

Treasury PNs	Total required	1960
	Vote Office	1150
	Chancellor's Office	73
	IDT, and Treasury mailing lists	737
Other Departmental PNs	Total required	1600
	Vote Office	1150
	Chancellor's Office	73
	IDT	377

Item 38

The figures should be 219 and 2014 respectively.

Item 41

The figures in line 2 (number of copies of speech to be rolled off by CRU) should be 420 and the figure in line 4 (Private Office production of speech) should be 219.

Item 46

This item is not really necessary as we roll off copies of the snapshot in the CRU.

Item 47

First Inset paragraph should read

"50 copies of speech and 60 copies of snapshot to  
Home Press Gallery, House of Commons"



Item 61

The figures are as follows:-

315 Copies of Speech

295 Copies of FSBR

260 Copies of other Command Papers

290 Copies of other Depts Budget Press Notices

455 Copies of snapshot

660 Copies of Treasury Press Notices

The detailed distribution of these documents is listed under "IDT distribution" in Annex B.



Cmnd

	Item No in Budget Aide Memoire	Speech	Snapshot	FSBR	Budget White Papers	Treasury Press Notices	Non- Treasury Press Notices	Treasury BRIEFS
Chancellor's Office Distribution	Various	219	106 <del>X</del>	123	124	73	73	8
Vote Office and House of Lords	-	-	1150	-	-	1150	1150	
Cabinet Office (for distribution to all Ministers)	-	-	185	-	-	-	-	
Press Conferences								
a) Press Gallery	49/60	50	60	60 -	<del>60</del> 60	-	-	
b) Lobby Conference	49/60	45	60	<del>45</del>	<del>60</del>	60	60	
c) Overseas correspondents	49/60	10	10	<del>10</del>	<del>10</del>	-	-	
		(105)	(130)	( <del>45</del> )	( <del>10</del> )	(60)	(60)	
107 distribution								
a) Fleet Street Press	63 <del>61</del>	130	130 <del>180</del>	120 <del>110</del>	120 <del>110</del>	120 <del>130</del>	120 <del>130</del>	
b) Foreign Financial Journalists	63 <del>61</del>	-	20	20	-	-	-	
c) Non Press	63 <del>61</del>	130	130	120	120	130	130	
d) Dept Press Offices	63 <del>61</del>	30 <del>25</del>	30 <del>25</del>	30 <del>25</del>	30 <del>25</del>	30	30	
e) Treasury Mailing list	63 <del>61</del>	-	-	-	-	220	-	
f) Spares	63 <del>61</del>	<del>30</del> <sup>25</sup>	95 <del>100</del>	20 <del>10</del>	10 <del>X</del>	150	-	
		(315)	( <del>100</del> ) (405)	( <del>20</del> ) (310)	( <del>10</del> ) (280)	( <del>150</del> ) (650)	( <del>150</del> ) (280)	
Expenditure Divisions ( <sup>add</sup> incl. copies)								
TOTAL		<del>650</del>	<del>2015</del> 2026 1150 876 115 761	<del>450</del>	<del>420</del>	1960	1500	

Month	Year	Day	Time	Temp	Wind	Humidity	Pressure	Clouds	Remarks
Jan	1911	1	7:30	50	SE	75	29.8	100	Clear
Jan	1911	2	7:30	50	SE	75	29.8	100	Clear
Jan	1911	3	7:30	50	SE	75	29.8	100	Clear
Jan	1911	4	7:30	50	SE	75	29.8	100	Clear
Jan	1911	5	7:30	50	SE	75	29.8	100	Clear
Jan	1911	6	7:30	50	SE	75	29.8	100	Clear
Jan	1911	7	7:30	50	SE	75	29.8	100	Clear
Jan	1911	8	7:30	50	SE	75	29.8	100	Clear
Jan	1911	9	7:30	50	SE	75	29.8	100	Clear
Jan	1911	10	7:30	50	SE	75	29.8	100	Clear
Jan	1911	11	7:30	50	SE	75	29.8	100	Clear
Jan	1911	12	7:30	50	SE	75	29.8	100	Clear
Jan	1911	13	7:30	50	SE	75	29.8	100	Clear
Jan	1911	14	7:30	50	SE	75	29.8	100	Clear
Jan	1911	15	7:30	50	SE	75	29.8	100	Clear
Jan	1911	16	7:30	50	SE	75	29.8	100	Clear
Jan	1911	17	7:30	50	SE	75	29.8	100	Clear
Jan	1911	18	7:30	50	SE	75	29.8	100	Clear
Jan	1911	19	7:30	50	SE	75	29.8	100	Clear
Jan	1911	20	7:30	50	SE	75	29.8	100	Clear
Jan	1911	21	7:30	50	SE	75	29.8	100	Clear
Jan	1911	22	7:30	50	SE	75	29.8	100	Clear
Jan	1911	23	7:30	50	SE	75	29.8	100	Clear
Jan	1911	24	7:30	50	SE	75	29.8	100	Clear
Jan	1911	25	7:30	50	SE	75	29.8	100	Clear
Jan	1911	26	7:30	50	SE	75	29.8	100	Clear
Jan	1911	27	7:30	50	SE	75	29.8	100	Clear
Jan	1911	28	7:30	50	SE	75	29.8	100	Clear
Jan	1911	29	7:30	50	SE	75	29.8	100	Clear
Jan	1911	30	7:30	50	SE	75	29.8	100	Clear
Jan	1911	31	7:30	50	SE	75	29.8	100	Clear

Item No.	Speech	Snapshot	Resolutions	FSBR	Other Command Papers	Press Notices	
<u>At end of speech (contd.)</u>							
65	10	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lady Young
69	1	3	3	3	3	3	British Embassy, Washing <sup>Washington</sup>
	1	3	3	4	4	3	UKREP Brussels <sup>∅</sup>
	1	1	1	1	1	1	BIS, NY <sup>∅</sup>
	1	1	1	1	1	1	BE, Paris <sup>∅</sup>
70	8					1	Mr Salveson <sup>∅</sup> (For <sup>House</sup> Ho. Librari <sup>es</sup> )

Total of above 219 (plus 94 speaking copy) 41 123 124 73 (36 Brief: 8 only (∅ with Brief) of other Depts,

Despatched in bulk by CRU

<del>48/51/66</del> 47	115 105	120 130	45 60	45.60	<del>440</del> 430	60 Tsy PN, 60 on Budget (Tsy) (450 Tsy)	60 other Depts
<del>62</del> 61	305 320	395 460	275 300	255 270	290 300	(other Depts) (Tsy)	Mr Batchel in CRU (for IDT)
Other IDT					250 220		

Total copies required 619 600 41 443 424 863(Tsy) 413(Other Depts) Brief: 8

1150 additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS by Departments responsible (see Item 12).  
 c/o Committee Section





RESTRICTED

FROM: MISS M O'MARA

DATE: ~~Monday~~ 1983



February

Mr Kerr  
Miss O'Mara  
Miss Rutter  
Miss Young  
Mr Brazier  
Mr Lawrence  
Mr Visconti  
Mrs Willis  
Miss Taylor  
Mr Gieve  
Miss Swift  
Mr Donnelly  
Mr Kwiecinski  
Mr Harrison  
Miss Pollock  
Mr J Williams  
Mr Bush  
Mrs Dunn  
Mr Hudson  
Mr Milner  
Mr Ridley  
Mr French  
Mr Harris

Mr Kemp  
Mr Allen  
Mr Norgrove  
Mr Corcoran  
Mr Collins  
Mr Hall  
Mr Monaghan  
Mr Page  
Mr Macrae  
Miss Edwards  
Mr Haydon  
Mr TAA Hart  
Mr Moore  
Mr Martin  
Mr Lavelle  
Mr Graham  
Mr Salveson  
Mr Stubbington  
Mr Collinson  
Mr Hunter

Mr Chambers  
Mr Batchelor  
Mr Bobsin  
Mr Carpenter  
~~Parliamentary Private Secretary~~  
~~Mr Renton~~  
PS/Inland Revenue  
PS/Customs & Excise

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## BUDGET AIDE MEMOIRE

### CHANCELLOR'S OFFICE TIMETABLE

I attach <sup>second</sup> draft of this year's Budget Aide Memoire.

2. I should be grateful if copy recipients would check through this and let me know of any errors or omissions by close of play on Monday 7 February please. Any suggestions for improvements on the practice of earlier years would be welcome. ~~Could Mr Hall in particular consider whether we need to alter our press arrangements to cover Channel 4/Breakfast TV interests.~~

~~3. We hope to arrange a meeting during the course of next week to discuss nuts and bolts in more detail.~~

MOM

MISS M O'MARA



BUDGET 1983: CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech	219	360	Mr Salveson will make his own arrangements
Snapshot	94	460	
Resolutions	41	-	
FSBR	123	310	
Command Papers	124	290	
Press Notices	73	475 (Tsy) 355 (Non Tsy)	
Brief	8	235	

<u>Code</u>		
JK	John Kerr	(5728)
MOM	Margaret O'Mara	(5418)
JR	Jill Rutter	(5457)
KB	Ken Brazier	(5597)
NL	Nigel Lawrence	(5512)
MV	Marco Visconti	(3910)
DY	Donna Young	(5487)
LW	Lesley Willis	(4262)
PT	Pat Taylor	(3836)
RC	Ron Carpenter	(3327)
AB	Tony Batchelor	(7278)
PK	Peter Kemp	(3016)
MH	Martin Hall	(3443)
JP	John Page	(7616)
FM	Frank Martin	(7393)
BC	Barry Collins	(7426) (5514)
AJS	John Salveson	(4749)
TS	Tim Stubbington	(5532)
JG	John Graham	(6160)
CU	Central Unit	(3942)
GH	George Haydon	(7565)

Distribution: (Further copies are available from Ken Brazier)

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr J Kerr	Mr J Gieve	Mr Kemp
Miss M O'Mara	Miss J Swift	Mr Allen
Miss J Rutter	Mr M Donnelly	Mr Norgrove
Mr K Brazier	Mr C D Harrison	Mr Corcoran
Mr N Lawrence	Mr E Kwiecinski	Mr Collins
Mr M Visconti	Mr J Williams	<del>Parliamentary Private Secretary</del>
Miss D Young	Mrs R Dunn	<del>Mr Mountfield</del>
Mrs L Willis	Mr A Hudson	
Miss P Taylor	Mr A Ridley	
	Mr D French	
	Mr R Harris	
	PS/Customs & Excise	
	PS/Inland Revenue	
	Mr T. Renton MP (HOC)	



Parliamentary Section

Mr Salveson  
Mr Stubbington

OF

Mr Lavelle (Item 26)  
Mr Graham (Items 15 & 67)

GE

Mr Mountfield

FP

Mr Moore  
Mr Martin

EO

Mr Chambers  
Mr Batchelor  
Mr Bobsin

IDT

Mr Hall  
Mr Monaghan  
Mr Page  
Mr Macrae  
Miss Edwards  
Mr Haydon

Accounts

Mr Collinson  
Mr Hunter

CHANCELLOR'S OFFICE

~~January~~ 1983

February



4

PRELIMINARY

Preparation in weeks before the Budget

- (1) Arrange audience of The Queen with her Private Secretary JR
- (2) Arrange for sufficient <sup>5</sup> 600 machines, stocks of paper and a mechanic on call to be available from Sunday. KB/AB
- (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. JP MH
- (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on ~~[day before Budget]~~ 14 March and on Budget Day. (For Private Office and IDT as well) JR/FM
- (5) Submit publicity arrangements to Chancellor MH
- (6) Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section. JP
- (7) Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.) AJS/KB
- (8) CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs) Confirm all numbers with AB. CU/JR/AJS/AB
- (9) Arrange for laying of White Papers, etc. AJS
- (10) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements. JK / MH
- (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.) JR
- (12) Two weeks before Budget Day, KB writes to Vote Office about Resolutions and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. <sup>KB</sup> Inter alia, to arrange for Cabinet Office to collect Snapshot these notes will specify that the numbers of Press Notices required will be as follows:- KB/CU





Treasury PNs

Total required	1,810
Vote Office	<del>1,713</del> (AB will check)
Chancellor's Office	900 1,000
IDT and Treasury	737
Mailing lists	<del>737</del> 737

Other Departments PNs

Total required	1,333 <del>1,000</del>
Vote Office	900 1,000
IDT	360
Ch's Office	73

Snapshot  
 Total required  
 Vote Office 1,000  
 Printed Paper Office 150  
 Chancellor's Office  
 IDT 775  
 Carpent Office 185

- (13) ~~(A week before Budget Day)~~ On 7 March Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MOM, JR and DY with Speech sections to House at 3.00 p.m. on Budget Day RC
- (14) Prepare addressed envelopes or labels for those listed below under Items 15, ~~34, 48, 51, 56~~ and ~~64~~ LW  
 47, 50, 53, 57 71
- (15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down, viz:- NL MV

- (a) NEDO (211 3000) ) Each to have 3 copies of Speech,  
 CBI (379 7400) ) Snapshot, FSBR, Command Papers and  
 TUC (636 4030) ) any Press Notices  
 Conservative Research )  
 Dept (222 9000) )

(b) MV to arrange with AT in EF2 Division (M.H.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, set of 1 copy of each of the above documents (~~14~~ sets in all) Canadian High Commission and Japanese Embassy

(c) MV to arrange with Mr Corcoran for him to pick up 1 copy each of Speech, <sup>Snapshot</sup> FSBR, other Command Papers and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee

- (16) Arrange with ~~Treasury Accountant~~, Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of ~~FSBR~~, Resolutions, Command Papers and any Press Notices to be delivered to KB and AB in CRU as appropriate (see Annex) by close of play on ~~Friday before Budget~~ the latest. KB/AB

(17) ~~Thursday before Budget~~ <sup>10 March</sup> Also arrange <sup>Friday 11 March at</sup> of FSBR to be delivered by 10a.m on Tuesday 15 March. JK/JP

- (18) Friday before Budget 11 March  
 Send copy of latest draft of Speech to PM if Chancellor wishes, ~~and to AIS~~ JK

- (19) Submit draft Snapshot to Chancellor's Office EB/IDT



- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box BC/JR
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office PK/CU
- (22) Submit final draft of TV speech if available Mr French/MH
- (23) Check with JK whether any other Ministers or Officials are to receive advance copies of Budget documents other than those at Annex. SATURDAY-MONDAY KB  
12 March
- Saturday before Budget

- (24)(23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m. TH
- (25)(24) Work as necessary to produce final version of Speech JK JP
- (26)(25) Chancellor: photo-call in Surrey  
~~(NB IDT to be informed of any interesting pre-Budget weekend invitations)~~
- (27)(24) Type Snapshot on A4 paper EB
- (28)(25) Check and make corrections in Chancellor's speaking copy, section by section Chancellor's Office
- (29)(26) Roll off and collate 37 copies of speech for: PT
- Private Secretaries (3)
  - EB (3 copies) - to check Brief, Snapshot and Guidance telegrams
  - Mr Lavelle - to prepare telegrams to overseas Governments
- ~~(a) Chancellor to EEC Finance Ministers~~ *selected overseas Finance Ministers etc for issue later in the week*
- ~~EEC Commissioner for Financial and Monetary Affairs~~
- ~~MD of IMF~~
- ~~Finance Ministers in US, Japan and Canada~~
- ~~(b) Sir Douglas Wass to Members of Co-ordinating Committee~~
- Governor, Treasury Ministers <sup>(4)</sup> (6)
  - Permanent Secretaries, <sup>(6)</sup> PS/IR, PS/C&E, Deputy Secretaries, Mr Kemp, Mr Moore, Mr Hall, Mr Salvesson, Mr Ridley, Mr French, Mr Harris, Mr Norgrove, Mr Mountfield, Mr Monger, ↓
- Arrange with BC for EB's copies to be delivered on Saturday

- (30)(27) Send speaking copy and spare to Chancellor JK
- Monday 14 March  
Day before Budget
- (31)(28) 9.00 a.m. Ensure that copies circulated by hand as in item 26 KB  
28



32) ~~39)~~ Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day.

BC

33) ~~30)~~ Confirm likely length of speech with IDT to guide radio/TV.

JK / M14

34) ~~31)~~ By 2 p.m. start amending speech as necessary

LW

35) ~~32)~~ Check any corrections section by section

Chancellor's Office

36) ~~33)~~ Chancellor due at Buckingham Palace, 6.00 p.m.

37) ~~34)~~ Receive Snapshot from EB(BC) for checking

MOM/BC

38) ~~35)~~ Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised.

JK/LW

39) ~~36)~~ Final check of Snapshot before collating

MOM

40) ~~37)~~ Photocopy 33 copies of final text, section by section, for

PT

- Chancellor
- Prime Minister
- Treasury Ministers (5) 21
- Officials and Advisers (32) - listed in annex
- Private Secretaries (4)

41) ~~38)~~ Roll off <sup>219</sup> ~~225~~ copies of speaking copy, section by section and <sup>2026</sup> ~~237~~ copies of snapshot (White Paper)

PT/CRU

BUDGET DAY:

42) ~~39)~~ Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers)

JP

43) ~~40)~~ 10 a.m.: Budget Cabinet

44) ~~41)~~ By 11 a.m. the master copy of Speech is to be given to AB in the CRU for ~~300~~ <sup>420</sup> copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items ~~28~~ <sup>50</sup> and ~~32~~ <sup>63</sup>). From Private Office production of Speech ~~(225)~~ <sup>225</sup> copies send 2 copies by hand to BC (EB Room ~~474~~ <sup>474</sup>) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, ~~19~~ <sup>19</sup> copies to be made for BBC TV, BBC Radio, IRN, ITN (~~2~~ <sup>2</sup> copies), PA, Reuters and PA Newsroom. ~~(Breakfast TV)~~ <sup>Channell 4</sup>

AB/BC/MV

45) ~~42)~~ Check arrival of press notices against numbers expected (see item 12). Issue required numbers to ~~GS~~ <sup>LW</sup> and ~~PE~~ <sup>AB</sup> in accordance with list in Annex

KB

46) ~~43)~~ Prepare packages as follows:

NL/LW

(a) Press Gallery via DY (see also item ~~57~~ <sup>64</sup>)

- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section



- 1 copy of Snapshot, with each final section (ie 30 snapshots)

(b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  1. Sue Tinson, ITN Budget Programme
  2. Peter Hall, Editor 'Oracle' News services
 to be handed over at end of speech.

(c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- <sup>2</sup> separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  1. Producer, BBC Budget Programme
  2. *James Long* BBC Economics Editor.
 and to be handed over at end of Speech.

(d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
  1. Dominick Harrod  
BBC Economics Correspondent
  2. Producer, PM Budget Special
 NB: These envelopes to be handed over at end of Chancellor's speech

(e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page-by-page distribution\*





- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

(f) Channel 4  
1 unstapled Speech with indexes and headlines for page-by-page distribution  
1 envelope enclosing a copy of the speech, snapshot, FSBR, Command Papers

\* 5 'marked-up' copies of Speech (unstapled) are to be provided by Mr Lawrence to Mrs L Willis by 2.30 p.m. (Mr Lawrence will also supply 2 copies to MH for P.A. and Reuters)

NL/KB/MH  
KB

and all press notices addressed to: Miss Sarah Hogg  
Economic Editor

Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 123 copies of FSBR from Treasury Accountant, 124 copies of Command papers and 8 Briefs (From EB - first 3 to JK, JR and PSJ)

KB/NL/MV  
BC

Issue 123 copies of FSBR, 124 copies of Command papers, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to JK, MOM and JR)

KB/LW

645 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 48 and 51. (see also item 40)

NL/KB

CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

RC/MH

30 copies of Speech and 60 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 60 copies of FSBR and Command Papers and 60 copies of snapshot and Press Notices to MH (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 62)

Start collation of full text of Speech with index and checklist

Clerks and Typists

Before 12.00: Copy of speech to AJS who will let Speaker's Private Secretary know roughly how long Speech will last

AJS

By 12.30 p.m.: Make up and despatch SECRET envelopes containing



1 copy each of Speech, FSR, Resolutions, Command Papers to:-

LW

- Prime Minister
- Chief Secretary
- Financial Secretary
- Economic Secretary
- Ministers of State
- Officials, etc. (See Annex for list)

RC to provide extra messenger

Speaker (via Mr Salveson)  
 1 Set of above to Mr Corcoran (for Northern Ireland Office)  
 Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JK (N.B. This would mean a commensurate increase in the number of copies needed)

(53)  
18/2/74  
151

At 12.30 p.m.: SECRET envelopes containing Speech and FSR, to be given to messengers from:-

- Customs & Excise (6 copies of each) - including 1 to Isle of Man
- Inland Revenue (6 copies of each)
- Bank of England (6 copies of each plus 6 copies of press notices)

(KB to arrange that these messengers come to the Chancellor's messengers' lobby)

KB

(54)  
18/2/74

At 12.30 p.m.: 18 copies of Speech, Snapshot, FSR, Command Papers and Press Notices to be issued to MH for allocation to members of IDT

NL  
MH/BC

(Copies of Brief will be send direct to MH by EB and monitoring teams.)

(55)  
18/2/74

1 set each of Speech, Snapshot, FSR, Resolutions, Command Papers and Press Notices to be given to JK, MOM and JR, and of speech only to DY

LW

(56)  
18/2/74

1 set each of Speech, FSR, and Command Papers in sealed envelopes addressed to:

LW

Leader of the House of Commons

Mr ~~Foot~~ Biffen

Leader of the House of Lords

Lady Young

Leader of the Opposition (Mr Foot)

Shadow Chancellor (Mr Shore)

Chancellor's PPS (Mr Renton)

Mr Christopher (IRSF) - plus Press Notices

Sir William Clark (Chairman of Conservative Finance Committee)

Mr Joel Barnett, Chairman PAC

Mr Edward Du Cann, Chairman Treasury and ~~ESD~~ TCSC

Mr A Goodlad (Treasury Whip)

Mr Renton's

to be given to DY to take to [Parliamentary Private Secretary's] room, House of Commons (to be given out after Speech) (JR to collect after Chancellor has sat down).

(57)  
18/2/74

Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSR, Resolutions, Command Papers and Press Notices.

JK



Budget Day: After lunch

(58) Envelope copies of Speeches for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 54)

Chancellor's Office

(59) DY takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 46(a))

(60) Arrange with Cabinet Office collection of 185 copies of the snapshot. AJS arranges for copy of Speech to be taken to Speaker's Office. JR to arrange for copy to reach official reporters.

DY  
AJS/AB  
AJS/JR

During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:

- (a) In the Press Gallery, Mr Hall will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by Mr Lawrence). Mr Hall will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
- (b) In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA Newsroom and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.

(64) Ensure all officials covering the Official Box have copies of the brief. DY/BC

(62) After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 47 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.

RC

(63) After Speech has started allow access to Committee Section to representatives of IDT who will pack:

- 320 - 205 copies of Speech (supplied by CRU)
- 300 - 275 copies of FSB and 255 of other Command Papers.
- 290 - 300 copies of other Depts' Budget Press Notices
- 460 - 415 copies of Snapshot
- 440 - 430 copies of Tsy Press Notices

RC

in envelopes for Press and other callers to collect

(65) During Speech: Note changes from typed version

JR

At end of Speech

Mr Renton

(67) Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 54)

JR

(68) Despatch by hand copies of Speech to other members of Cabinet (see Item 56)

KB



(66) On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61)

DY

~~(66) Take 1 copy to Official Reporters~~

~~DY/TS~~

(67) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions, <sup>etc</sup> as at Item 15 to EF2 Division

MV ~~HB~~/JG

(70) Send copies as follows:-

~~HB~~ MV

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr J Anson British Embassy Washington	1	3	3	3
Mr R Butt UKREP Brussels	1	3	4	4

Send 1 copy of each of above papers to:  
Director of British Information Services, NY.

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag

(Copies obtained from LW: See Item 44)

(72) Give 8 copies of Speech to TS for the Libraries of the House of Commons and the House of Lords

TS

(70) Ensure all officials covering the Official Box have copies of the Brief.

DY/TS

CHANCELLOR'S OFFICE





BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

BY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>
m. 42	2				Mr Collins, EB Room <del>10/3</del> (via <del>EB</del> ) 99/2 KB
2.30 p.m. 30/51	<del>20</del> 27	<del>29</del> 27	<del>20</del> 27	<del>29</del> 27	
Single copies as indicated to be sent by hand to:					
	PM (No.10)	Sir Douglas Wass			[Dep Sec of]
	Chief Secretary				Mr Wilding
	Financial Secretary	Mr Burns.		Mr Bvatt	Mr Middleton
	Economic Secretary	Mr Littler		Mr Bailey	Mr Kemp
	Minister of State (C)	Sir Anthony Rawlinson		Mr Norgrove	Mr Hall
	Minister of State <del>MR</del> (R)	<del>Sir Douglas Lovelock</del> Angus Fraser		Mr Le Cheminant	Mr Moore
		Sir Lawrence Airey		Mr Unwin	Mr Mountfrie Mr Monger
52	6	Snapshot	6	6	6
	6		6	6	6
	6		6	6	6
53 (a)	18		18	18	18
(b)	1		1	1	1
54	1		1	1	1
	1		1	1	1
	1		1	1	1
	1		1	1	1
	1		1	1	1
After Lunch	57	Speaking copy	1	1	1
	60	1	1	1	1
					Chancellor (with Brief) Speaker's Office (via AJS)

To send messengers to Chief messengers lobby

Mr Wilding  
Mr Middleton  
Mr Kemp  
Mr Hall  
Mr Moore  
Mr Ridley  
Mr. French  
Mr Harris  
Customs & Excise  
Inland Revenue  
Bank of England

MH  
~~MS~~ (via KB)  
Mr Corcoran (for N.I.O.)  
JK  
MOM  
JR  
DY



em No.

Speech

Snapshot  
(with checklist  
incorporated)

Resolutions

FSBR

~~PEMP~~

Other  
Command

Press  
Notices

ring Speech

~~11/11~~ 44/48

~~11/11~~ 44/60

<u>Speech</u>	<u>Snapshot (with checklist incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<del>PEMP</del>	<u>Other Command</u>	<u>Press Notices</u>		
30	30 <sup>o</sup>	-	-		-	-	Press Gallery (via DY)	
16**	-	-	-		-	-	ITN	
2*	2 <sup>o</sup>	-	2 <sup>o</sup>		-	2 <sup>o</sup>	2 <sup>o</sup>	Personal copies
12**	-	-	-		-	-	-	BBC
2*	2 <sup>o</sup>	-	2 <sup>o</sup>		-	2 <sup>o</sup>	3 <sup>o</sup>	Personal copies
11 <del>11</del> **	-	-	-		-	-	-	BBC Radio
2*	2 <sup>o</sup>	-	2 <sup>o</sup>		-	2 <sup>o</sup>	2 <sup>o</sup>	Personal copies
5**	-	-	-		-	-	-	IRN
1*	1 <sup>o</sup>	-	1 <sup>o</sup>		-	1 <sup>o</sup>	1 <sup>o</sup>	LBC
1**	1 <sup>o</sup>	-	1 <sup>o</sup>		-	1 <sup>o</sup>	1 <sup>o</sup>	Channel 4 Personal copies
1*	1 <sup>o</sup>	-	1 <sup>o</sup>	-	1 <sup>o</sup>	1 <sup>o</sup>	Personal copies	
<u>end of Speech</u>								
<del>11/11</del> 15/68	3	-	3		3	3	NEDO	
3	3	1	3		3	3	CBI	
3	3	-	3		3	3	TUC	
3	3	-	3		3	3	Conservative Resea	
14	14	-	14		14	14	Diplomatic Missions (via JG)	
1	-	-	1		1	1	Mr Limon (via Mr Corcoran)	
9	-	-	9		10		Single copies as indicated DY to:- Speaker	
							Mr A Goodlad Mr Shore Sir W Clark	
							Mr Pym Lady Young Parliamentary Private Secretary	
							Mr Foot Mr Du Cann Mr Joel Barn Press Notices	
1	1	-	1		1	1	(Mr Christopher (IRSF))	

+ Includes 1 marked up and unstapled copy  
 \* Sectioned  
 o With final section/at end of speech  
 \* Includes 2 marked up and unstapled copies

Single copies as indicated  
 DY to:-  
 Speaker  
 Mr A Goodlad  
 Mr Shore  
 Sir W Clark  
 Mr Pym  
 Lady Young  
 Parliamentary  
 Private Secretary  
 Mr Foot Mr Du Cann Mr Joel Barn  
 Press Notices  
 1 (Mr Christopher (IRSF))



Item No.	Speech	Snapshot	Resolutions	FSBR	Other Command Papers	Press Notices	
<u>At end of speech (contd.)</u>							
65	10	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lady Young
69	1	3	3	3	3	3	British Embassy, Washi
	1	3	3	4	4	3	UKREP Brussels <sup>o</sup>
	1	1	1	1	1	1	BIS, NY <sup>o</sup>
	1	1	1	1	1	1	BE, Paris <sup>o</sup>
70	8						Mr Salveson <sup>o</sup> (For H Librar <sup>e</sup>

Total of above ~~219~~ (plus 94' 41 123 124 73 (36 Brief: 8  
221 speaking copy) only (with Brief)  
of other Dpts,

Despatched in bulk  
by CRU

<del>47</del> 47	<del>105</del> 105	<del>130</del> 130	<del>60</del> 60	<del>60</del> 60	<del>45.60</del> 45.60	<del>440</del> 440	PNs) 60 Tsy PN, 60 on Budget (Tsy) (450 Tsy)	60 other Dept Mr Batche in CRU (for IDT)
<del>61</del> 61	<del>320</del> 320	<del>460</del> 460	<del>300</del> 300	<del>270</del> 270	<del>255</del> 255	<del>290</del> 290	(other Depts) (Tsy)	
Other IDT						220		

Total copies required 619 600 41 443 424 863(Tsy) 413(Other Depts) Brief: 8

1150  
~~900~~ additional copies of Treasury and non-Treasury Press Notices  
will be sent direct to AJS by Departments responsible (see Item 12).  
c/o Committee Section



RESTRICTED

FROM: MISS M O'MARA

DATE: 9 February 1983



Mr Kerr  
Miss O'Mara  
Miss Rutter  
Miss Young  
Mr Brazier  
Mr Lawrence  
Mr Visconti  
Mrs Willis  
Miss Taylor  
Mr Gieve  
Miss Swift  
Mr Donnelly  
Mr Kwiecinski  
Mr Harrison  
Miss Pollock  
Mr J Williams  
Mr Bush  
Mrs Dunn  
Mr Hudson  
Mr Milner  
Mr Ridley  
Mr French  
Mr Harris

Mr Kemp  
Mr Allen  
Mr Norgrove  
Mr Corcoran  
Mr Collins  
Mr Hall  
Mr Monaghan  
Mr Page  
Mr Macrae  
Miss Edwards  
Mr Haydon  
Mr T A A Hart  
Mr Moore  
Mr Martin  
Mr Lavelle  
Mr Graham  
Mr Salveson  
Mr Stubbington  
Mr Collinson  
Mr Hunter

Mr Chambers  
Mr Batchelor  
Mr Bobsin  
Mr Carpenter  
Mr Renton  
PS/Inland Revenue  
PS/Customs & Excise

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**BUDGET AIDE MEMOIRE**

**CHANCELLOR'S OFFICE TIMETABLE**

I attach a second draft of this year's Budget Aide Memoire.

2. I should be grateful if copy recipients would check through this and let me know of any further errors or omissions by close of play on Friday 11 February. The Annex will be circulated separately.

*MOM*

MISS M O'MARA





## BUDGET 1983: CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech	219	360	Mr Salveson will make his own arrangements
Snapshot	94	460	
Resolutions	41	-	
FSBR	123	310	
Command Papers	124	290	
Press Notices	73	475 (Tsy) 355 (Non Tsy)	
Brief	8	235	
<u>Code</u>			
	JK John Kerr	(5728)	
	MOM Margaret O'Mara	(5418)	
	JR Jill Rutter	(5457)	
	KB Ken Brazier	(5597)	
	NL Nigel Lawrence	(5512)	
	MV Marco Visconti	(3910)	
	DY Donna Young	(5487)	
	LW Lesley Willis	(4262)	
	PT Pat Taylor	(3836)	
	RC Ron Carpenter	(3327)	
	AB Tony Batchelor	(7278)	
	PK Peter Kemp	(3016)	
	MH Martin Hall	(3443)	
	JP John Page	(7616)	
	FM Frank Martin	(7393)	
	BC Barry Collins	(5514)	
	AJS John Salveson	(4749)	
	TS Tim Stubbington	(5532)	
	JG John Graham	(6160)	
	CU Central Unit	(3942)	
	GH George Haydon	(7565)	

Distribution: (Further copies are available from Ken Brazier)

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr J Kerr	Mr J Gieve	Mr Kemp
Miss M O'Mara	Miss J Swift	Mr Allen
Miss J Rutter	Mr M Donnelly	Mr Norgrove
Mr K Brazier	Mr E Kwiecinski	Mr Corcoran
Mr N Lawrence	Mr C D Harrison	Mr Collins
Mr M Visconti	Miss T Pollock	
Miss D Young	Mr H Bush	
Mrs L Willis	Mrs R Dunn	
Miss P Taylor	Mr Hudson	
	Mr J Milner	
	Mr Williams	
	Mr A Ridley	
	Mr D French	
	Mr R Harris	
	PS/Customs & Excise	
	PS/Inland Revenue	
	Mr T Renton MP (HOC)	



Parliamentary Section

Mr Salveson  
Mr Stubbington  
OF

Mr Lavelle (Item 26)  
Mr Graham (Items 15 & 67)

GE  
Mr Mountfield

FP

Mr Moore  
Mr Martin

EO

Mr Chambers  
Mr Batchelor  
Mr Bobsin

IDT

Mr Hall  
Mr Monaghan  
Mr Page  
Mr Macrae  
Miss Edwards  
Mr Haydon

Accounts

Mr Collinson  
Mr Hunter

CHANCELLOR'S OFFICE

February 1983



Preparation in weeks before the Budget

- (1) Arrange audience of The Queen with her Private Secretary JR
- (2) Arrange for sufficient 5600 machines, stocks of paper and a mechanic on call to be available from Sunday. KB/AB
- (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. MH
- (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 14 March and on Budget Day. (For Private Office and IDT as well) JR/FM
- (5) Submit publicity arrangements to Chancellor MH
- (6) Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section. JP
- (7) Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.) AJS/KB
- (8) CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs) Confirm all numbers with AB. CU/JR/AJS  
AB
- (9) Arrange for laying of White Papers, etc. AJS
- (10) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements. JK/MH
- (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.) JR
- (12) Two weeks before Budget Day, KB writes to Vote Office about Resolutions and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. KB to arrange for Cabinet Office to collect Snapshot. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:- KB/CU



Snapshot

Total required	
Vote Office	1,000
Printed Paper Office	150
Chancellor's Office	
IDT	775
Cabinet Office	185

Treasury PNs

Total required	1,810	(AB will check)
Vote Office	1,000	
Printed Paper Office	150	
Chancellor's Office		
IDT and Treasury	73	
Mailing lists	<u>737</u>	

Other Departments PNs

Total required	
Printed Paper Office	150
Chancellor's Office	
Vote Office	1,000
IDT	360
Ch's Office	73

- (13) On 7 March reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MOM, JR and DY with Speech sections to House at 3.00 p.m. on Budget Day.

RC

- (14) Prepare addressed envelopes or labels for those listed below under Items 15,47,50,53,57 and 71

LW

- (15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down, viz:-

MV

- (a) NEDO (211 3000) )Each to have 3 copies of Speech,  
CBI (379 7400) )Snapshot, FSBR, Command Papers and  
TUC (636 4030) )any Press Notices  
Conservative Research  
Dept (222 9000)

- (b) MV to arrange with AT in EF2 Division (M.H.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (14 sets in all)

- (c) MV to arrange with Mr Corcoran for him to pick up 1 copy each of Speech, Snapshot, FSBR, other Command Papers and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee

- (16) Arrange with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to KB and AB in CRU as appropriate (see Annex) by close of play on Friday 11 March at the latest. Also arrange with Central Unit for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March.

KB/AB





- (17) Thursday 10 March  
Inform IDT of likely length of Speech. JK/JP
- (18) Friday 11 March  
Send copy of latest draft of Speech to PM if Chancellor wishes. JK
- (19) Submit draft Snapshot to Chancellor's Office EB/IDT
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box. BC/JR
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office. PK/CU
- (22) Submit final draft of TV speech if available. Mr French/  
MH
- (23) Check with JK whether any other Ministers or Officials are to receive advance copies of Budget documents other than those at Annex. KB

SATURDAY-MONDAY

Saturday 12 March

- (24) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m. TH
- (25) Work as necessary to produce final version of Speech. JK
- (26) Chancellor: photo-call in Surrey. JP
- (27) Type Snapshot on A4 paper. EB
- (28) Check and make corrections in Chancellor's speaking copy, section by section Chancellor's Office
- (29) Roll off and collate 37 copies of speech for: PT
- Private Secretaries (3)
  - EB (3 copies) - to check Brief, Snapshot and Guidance telegrams
  - Mr Lavelle - to prepare a telegram to selected overseas Finance Ministers etc. for issue later in the week.
  - Governor, Treasury Ministers (6)
  - Permanent Secretaries (4), Deputy Secretaries (6), Mr Kemp, Mr Moore, Mr Hall, Mr Salveson, Mr Ridley, Mr French, Mr Harris, Mr Norgrove, Mr Mountfield, Mr Monger, PS/IR, PS/C&E.
- Arrange with BC for EB's copies to be delivered on Saturday KB/BC
- (30) Send speaking copy and spare to Chancellor. JK

Monday 14 March

- (31) 9.00 a.m. Ensure that copies circulated by hand as in item 28 KB
- (32) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day. BC
- (33) Confirm likely length of speech with IDT to guide radio/TV. JK/MH



- (34) By 2 p.m. start amending speech as necessary. LW
- (35) Check any corrections section by section. Chancellor's Office
- (36) Chancellor due at Buckingham Palace, 6.00 p.m.
- (37) Receive Snapshot from EB(BC) for checking. MOM/BC
- (38) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JK/LW
- (39) Final check of Snapshot before collating MOM
- (40) Photocopy 33 copies of final text, section by section, for PT
- Chancellor
  - Prime Minister
  - Other Treasury Ministers (5)
  - Officials and Advisers (21 - listed in annex)
  - Private Secretaries (4)
- (41) Roll off 219 copies of speaking copy, section by section and 2026 copies of snapshot (White Paper) PT/CRU

**BUDGET DAY:**

- (42) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) JP
- (43) 10 a.m.: Budget Cabinet.
- (44) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 420 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 50 and 62). From Private Office production of Speech (219) copies) send 2 copies by hand to BC (EB Room 99/2) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, 9 copies to be made for BBC TV, (2 copies), BBC Radio, IRN, ITN, Channel 4, PA, Reuters and PA Newsroom. AB/BC/Mv
- (45) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to LW and AB in accordance with list in Annex. KB
- (46) Prepare packages as follows: NL/LW
- (a) Press Gallery via DY (see also item 65)
- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
  - 1 copy of Snapshot, with each final section (ie 30 snapshots)



(b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  1. Sue Tinson, ITN Budget Programme
  2. Peter Hall, Editor 'Oracle' News servicesto be handed over at end of speech.

(c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  1. Producer, BBC Budget Programme
  2. James Long: BBC Economics Editor.and to be handed over at end of Speech.

(d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
  1. Dominick Harrod  
BBC Economics Correspondent
  2. Producer, PM Budget SpecialNB: These envelopes to be handed over at end of Chancellor's speech

(e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page-by-page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech



(f) Channel 4

- 1 unstapled Speech with sidelines and headlines for page-by-page distribution.
- 1 envelope enclosing a copy of the speech snapshot, FSBR, Command Papers and all press notices addressed to: Miss Sarah Hogg, Economics Editor.

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\* 7 'marked-up' copies of Speech (unstapled) are to be provided by Mr Lawrence to Mrs L Willis by 2.30 p.m. (Mr Lawrence will also supply 2 copies to MH for P.A. and Reuters)

NL/KB/MH

- 
- (47) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 123 copies of FSBR from Treasury Accountant, 124 copies of Command papers and 8 Briefs (From EB - first 3 to JK, JR and MOM)

KB/NL/MV,  
BC

- (48) Issue 123 copies of FSBR, 124 copies of Command papers, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to JK, MOM and JR)

KB/LW

- (49) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

RC/MH

50 copies of Speech and 60 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 60 copies of FSBR and Command Papers and 60 copies of snapshot and Press Notices to MH (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 63)

- (50) Start collation of full text of Speech with index and checklist

Clerks  
and  
Typists

- (51) Before 12.00: Copy of speech to AJS who will let Speaker's Private Secretary know roughly how long Speech will last.

AJS

- (52) By 12.30 p.m.: Make up and despatch SECRET envelopes containing





1 copy each of Speech, FSBR, Resolutions, Command Papers to:-

LW

Prime Minister  
Chief Secretary  
Financial Secretary  
Economic Secretary  
Ministers of State  
Officials, etc. (See Annex for list)

RC to  
provide ext  
messenger

Speaker (via Mr Salveson)  
1 Set of above to Mr Corcoran (for Northern Ireland Office)  
Plus any other Ministers or officials to whom the issue of advance  
copies may be authorised by JK (N.B. This would mean a commensur  
ate increase in the number of copies needed)

(53) At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and  
FSBR, to be given to messengers from:-

- Customs & Excise (6 copies of each) - including 1 to Isle of Man
- Inland Revenue (6 copies of each)
- Bank of England (6 copies of each plus 6 copies of press notices)

(KB to arrange that these messengers come to the Chancellor's messenger  
s' lobby)

KB

(54) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers  
and Press Notices to be issued to MH for allocation to members of  
IDT  
(Copies of Brief will be send direct to MH by EB and monitoring teams.)

NL/BC

(55) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers  
and Press Notices to be given to JK, MOM and JR, and of speech  
only to DY

LW

(56) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes  
addressed to:

LW

Leader of the House of Commons  
Mr Biffen

Leader of the House of Lords  
Lady Young

Leader of the Opposition (Mr Foot)  
Shadow Chancellor (Mr Shore)  
Chancellor's PPS (Mr Renton)  
Mr Christopher (IRSF) - plus Press Notices  
Sir William Clark (Chairman of Conservative Finance Committee)  
Mr Joel Barnett, Chairman PAC  
Mr Edward Du Cann, Chairman TCSC  
Mr A Goodlad (Treasury Whip)

to be given to DY to take to Mr Renton's room, House of Commons  
(to be given out after Speech) (JR to collect after Chancellor has  
sat down).

(57) Make up Budget Box using Gladstone Box for Chancellor with speaking  
copy of Speech, and copies of FSBR, Resolutions, Snapshot, Command  
Papers and Press Notices.

JK



Budget Day: After lunch

- (58) Envelope copies of Speeches for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 54) Chancellor's Office
- (59) DY takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 46(a)) DY
- (60) Arrange with Cabinet Office collection of 185 copies of the Snapshot. AJS/AB
- (61) AJS arranges for copy of Speech to be taken to Speaker's Office JR to arrange for copy to reach official reporters. AJS/JR
- (62) After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 47 to Mr Renton's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences. RC
- (63) After Speech has started allow access to Committee Section to representatives of IDT who will pack:
- 320 copies of Speech (supplied by CRU)
  - 300 copies of FSBR and 270 of other Command Papers.
  - 290 copies of other Depts'. Budget Press Notices
  - 460 copies of Snapshot
  - 440 copies of Tsy Press Notices
- in envelopes for Press and other callers to collect
- (64) Ensure all officials covering the Official Box have copies of the brief. DY/BC
- (65) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
- (a) In the Press Gallery, Mr Hall will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by Mr Lawrence). Mr Hall will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
- (b) In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA Newsroom and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (66) During Speech: Note changes from typed version. JR

At end of Speech

- (67) Give 7 sets of Speech, etc. to Mr Renton from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 56) JR



- (68) Despatch by hand copies of Speech to other members of Cabinet (see Item 58) KB
- (69) On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61) DY
- (70) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 15 to EF2 Division. MV/JG
- (71) Send copies as follows:- MV

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr J Anson British Embassy Washington	1	3	3	3
Mr R Butt UKREP Brussels	1	3	4	4

Send 1 copy of each of above papers to:  
Director of British Information Services, NY

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag

(Copies obtained from LW: See Item 44)

- (72) Give 8 copies of Speech to TS for the Libraries of the House of Commons and the House of Lords. TS

CHANCELLOR'S OFFICE



9.2.81

Mr Tolkien

I attach a copy of the list of Budget publications which will be distributed by the Library this year. We understand that the cash limits white paper is to be incorporated in the PEWP: the distribution lists for this have been arranged by GEP1, though we will send out copies on publication day.

Susan Williamson

Library

SOA/4

X8505

1807

1807

I have a copy of the ...  
 ...  
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...

...



	Room	FSBR	Hansards (a) (b)		Finance Bill	FB - V&P	SC Debates	Finance Act	Cash Limits
1	Chancellor	12/2	2	1	1	2	1	2	
2	Chief Secretary	43A/2	2	1	1	4	2	2	
3	Financial Secretary	52/2	3	1	1	2	1	1	
4	Minister of State (C)	36/2	2	-	-	1	-	-	
5	" " (L)	85A/2	3	2	1	2	1	2	
6	Permanent Secretary	80/2	2	1	1	1	-	-	
7	Sir K'th Couzens	114/2	1	1	1	-	-	-	
8	Mr W S Rylie	49/2	2	1	1	-	-	-	
9	Sir An'y Rawlinson	121/2	1	-	-	-	-	-	
10	Mr T Burns	118/2	2	1	-	1	1	1	
11	Mr D Hancock	115/2	1	1	-	-	-	-	
12	Mr Barratt	125/2	1	1	-	-	-	-	
13	Mr Littler	85 <sup>A</sup> /2	1	-	-	-	-	-	
14	Mr Bailey	122/2	1	-	-	-	-	-	
15	Mr Middleton	86/2	1	1	1	-	-	-	
16	Mr Byatt	73/2	1	1	-	-	-	-	
17	Mr Ridley	81/2	2	-	-	-	-	-	
18	Mr Cropper	95 84/2	3	1	-	2	1	2	
19	Mr Cardona	53A/2	1	-	-	-	-	-	
20	Parl'y Sect.(Mr Warner)	128/2	6	-	-	7	-	6	
21	Duty Clerk, 10 D ST		6	-	-	-	-	-	
22	ID/PO Services	90/2	19	11	10	13	13	13	
23	Miss Kiley (IP)	30/3	1	1	-	-	-	-	
24	EOCS	30/2	2	-	-	-	-	-	
25	CU Registry	78/2	4	2	1	-	-	-	
26	ESCS	88/4	47	18	9	4	1	1	
27	PECS	102/1	13	4	-	-	-	-	
28	IPCS	27/3	6	5	2	2	-	-	
29	LGCS	17/1	6	1	-	-	-	-	
30	AEFCS	86/G	10	3	-	-	-	-	
31	IACS	100/2	8	1	-	-	-	-	
32	FPCS	105/1	8	3	-	6	6	6	
33	HFCS	107/G	14	9	7	8	2	2	
34	DMCS	111/1	9	3	-	-	-	-	
35	APCS	34/G	9	8	-	-	-	-	
36	EF1CS(IG1/2+FEU)	94/G	19	13	6	-	-	-	
37	HECS	14/1	7	2	-	-	-	-	
38	GECS(+ORU)	102/3	28	10	5	3	2	1	
39	SS 2 *	97/2	2	-	-	-	-	-	
40	EF2CS	23/G	1	-	-	-	-	-	
41	Accounts Central	75A/2	-	-	-	-	-	-	
42	SS 1 *	17/2	5	3	3	2	-	-	

(CONT)



	Room	FSBR	Hansards		Finance Bill	FB - V&P	SC Debates	Finance Act	Cash Limits
			(a)	(b)					
Accounts	541	-	-	-	-	-	-	-	✓
UKTSD	6	6	1	1	-	-	-	2	✓
Rates Office (Murphy)	320	1	-	-	-	-	-	-	✓
CSO:-		-	-	-	-	-	-	-	
45 Mr Hibbert	57/2	1	-	-	-	-	-	-	✓
46 Mr Westbrook	132D/1	1	-	-	-	-	-	-	✓
47 Mr Stibbard	131A/4	4	-	-	-	-	-	-	✓
48 Mr Fore cast	60/2	1	-	-	-	-	-	-	✓
49 Mr Morrison	132B/1	1	-	-	-	-	-	-	✓
50 Miss Carter	132B/2	2	-	-	-	-	-	-	✓
51 Mr Wroe	132B/3	1	-	-	-	-	-	-	✓
52 Mr Wells	58/2	1	-	-	-	-	-	-	✓
53 Mr Lane	59/2	1	-	-	-	-	-	-	✓
54 Mr Borcham	61/2	1	-	-	-	-	-	-	✓
55 Mr Broaddale	131c/1	1	-	-	-	-	-	-	✓
56 Mr Robinson	130A/3	1	-	-	-	-	-	-	✓
X Mr Seemple	65A/1	-	-	-	-	-	-	-	✓
57 Mr Ward	127/3	1	-	-	-	-	-	-	✓
58 Mr Hockeyer	129B/3	-	-	-	-	-	-	-	✓
59 Mr Daly	78/1	1	-	-	-	-	-	-	✓
60 Mr Lamptrakash	72/1	1	-	-	-	-	-	-	✓
61 Mr Calder	132E/2	1	-	-	-	-	-	-	✓
62 Miss Osborne	131D/1	4	-	-	-	-	-	-	✓
63 Mr. Dean	131c/2	1	-	-	-	-	-	-	✓
64 Mr Newman	131H/1	1	-	-	-	-	-	-	✓
65 C SO Press Office	61A/G	2	-	-	-	-	-	-	✓
		297	113	52	65	31	37	70	
FCO			+3	-	-	+6	+3	+8	
APCS			+8	-	-	-	-	-	
HEF			+12	+3	-	-	-	-	
IFCS			+13	+4	-	-	-	-	





Time	Temp	Wind	Humidity	Pressure	Clouds	Remarks
0	11	11	11	11	11	11
1	11	11	11	11	11	11
2	11	11	11	11	11	11
3	11	11	11	11	11	11
4	11	11	11	11	11	11
5	11	11	11	11	11	11
6	11	11	11	11	11	11
7	11	11	11	11	11	11
8	11	11	11	11	11	11
9	11	11	11	11	11	11
10	11	11	11	11	11	11
11	11	11	11	11	11	11
12	11	11	11	11	11	11
13	11	11	11	11	11	11
14	11	11	11	11	11	11
15	11	11	11	11	11	11
16	11	11	11	11	11	11
17	11	11	11	11	11	11
18	11	11	11	11	11	11
19	11	11	11	11	11	11
20	11	11	11	11	11	11
21	11	11	11	11	11	11
22	11	11	11	11	11	11
23	11	11	11	11	11	11
24	11	11	11	11	11	11
25	11	11	11	11	11	11
26	11	11	11	11	11	11
27	11	11	11	11	11	11
28	11	11	11	11	11	11
29	11	11	11	11	11	11
30	11	11	11	11	11	11



Mr. Wiggins  
Mr. Jenkins  
Mr. Tolkien  
Miss Birnie  
Mr. D. Barton ←  
Mr. P. Butcher  
Mr. C. Bennett  
Mrs. Scott  
Miss P. Taylor  
Mr. T. Mathews  
Miss J. Swift  
Mr. Locke  
Mr. Warden  
Mr. Felstead  
Mr. J. Taylor  
Mr. Westwater  
Mr. Michael  
Mr. Ridley  
Mr. Cropper  
Mr. Cardona

Mr. Unwin  
Mr. Allen  
Mr. Folger  
Mr. Bush  
Mr. Collins  
Mrs. Gilmore  
Mr. Monaghan  
Mr. Godfrey  
Mr. ~~Page~~ MACRAE  
Miss Edwards  
Mr. Haydon  
  
Miss Peirson

Mr. Battishill  
Mr. Kelly  
Mrs. Hedley-Miller  
Mr. Mercer  
Mr. Salveson  
Mr. Warner  
Mr. Collinson  
Mr. ~~B.D. Smith~~  
*SPAIN*  
Mr. Chambers  
Mr. A. Batchelor  
Mr. Bobsin

Ian Stewart MP

PS/Inland Revenue

PS/Customs & Excise

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BUDGET AIDE MEMOIRE

CHANCELLOR'S OFFICE TIMETABLE

I attach a copy of this year's Budget Aide Memoire. I should be grateful if all recipients would read it carefully and let me know of any errors or omissions.

2. As last year, the Public Expenditure White Paper will be published on Budget Day. This means there will again be a large volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).

3. Given that this Office will again be deluged with paper, we are therefore asking Treasury Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, HM Treasury. Only the numbers listed in the Annex for

/handling





handling by the Private Office - 215 Speeches, 90 Snapshots, 39 Resolutions, 128 FSBRs, 119 Command Papers, 101 PEWPs, 69 sets of all Press Notices, and 8 Budget Briefs should be sent here.

4. I think that it will be helpful to have a run-through the Aide Memoire, and I shall set something up for those immediately concerned.

R.I.T.

R.I. TOLKIEN

4 February 1981





BUDGET 1981 : CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

	<u>Private Office</u>	CRU	<u>Parliamentary Section</u>
Speech	215	[ 370 ]	
Snapshot (incorporating Speech checklist)	90	[ 385 ]	Mr. Salveson will make his own arrange- ments
Resolutions	39	* -	
FSBR	128	[ 235 ]	
Command Papers	119	[ 235 ]	
Press Notices	69	[ 700 ] (Tsy)	
PEWP	101	[ 350 ] (Non Tsy)	
Brief	8	[ - ]	

<u>Code</u>			
JW	John Wiggins	(5728)	
PSJ	Peter Jenkins	(5418)	
RTT	Richard Tolkien	(5457)	
DB	Dave Barton	(5512)	
PB	Phil Butcher	(5597)	
CB	Chris Bennett	(3816)	
LB	Louise Birnie	(5487)	
CS	Chris Scott	(4262)	
PT	Pat Taylor	(3836)	
PC	<del>Peter Chambers</del>	(5359)	
AB	Tony Batchelor	(4946)	
RG	Rosalind Gilmore	(3443)	
SG	Stanley Godfrey	(7676)	
CK	Chris Kelly	(7393)	
BC	B. Collins	(7426)	
AJS	A.J. Salveson	(4749)	
MM	Mike Mercer	(4696)	
CU	Central Unit	(3942)	
WPU	Word Processing		
G.H.	G. HAYDON Unit	(8884)	

Distribution: (Further copies are available from Dave Barton) *5287*

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr. Wiggins	Mr. T. Mathews	Mr. Unwin
Mr. P.S. Jenkins	Miss J. Swift	Mr. Allen
Mr. R.I. Tolkien	Mr. Locke	Mr. Folger
Mr. D. Barton	Mr. Warden	Mr. Bush
Mr. P. Butcher	Mr. Felstead	Mr. Collins
Mr. C. Bennett	Mr. J. Taylor	Ian Stewart, MP
Miss L. Birnie	Mr. Westwater	Miss Peirson (GE)
Mrs. C. Scott	Mr. Michael	
Miss P. Taylor	Mr. Cropper	<del>Mr. Nelson</del>
	Mr. Cardona	
	Mr. Ridley	
	PS/Customs & Excise	
	PS/Inland Revenue	

<u>Parliamentary Section</u>	<u>FP</u>	<u>EO</u>
Mr. Salveson	Mr. Battishill	Mr. Chambers
Mr. Warner	Mr. Kelly	Mr. Batchelor
		Mr. Bobsin
<u>OF</u>	<u>IDT</u>	<u>Accounts</u>
Mrs. Hedley-Miller (Item 27)	Mrs. Gilmore	Mr. Collinson
Mr. Mercer (Items 15 and 68)	Mr. Monaghan	Mr. B.D. Smith
	Mr. Godfrey	
	Mr. <del>Page</del> <i>MACRAE</i>	
CHANCELLOR'S OFFICE	Miss Edwards	
<u>4 February 1981</u>	Mr. Haydon	

\*To be finalised when IDT form a final view on firm orders for documents from outsiders.



Preparation in weeks before the Budget

- |  |          |
|--|----------|
| (1) Arrange audience of The Queen with her Private Secretary   | RIT      |
| (2) Arrange for sufficient 3600 machines, stocks of white and coloured paper <u>and a mechanic on call</u> to be available from Sunday.  | DB/AB    |
| (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office.   | SG       |
| (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 9th March and on Budget Day. ( <del>NOT As Well</del> )   | RIT/CK   |
| (5) Submit publicity arrangements to Chancellor  | R.G.     |
| (6) <del>Send off letters</del> <sup>Make</sup> establishing arrangements for providing Press Gallery, P.A. and Reuters with Speech section by section.  | SG       |
| (7) Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)  | AJS/LB   |
| (8) CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. LB writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. ( <del>FOR TO GET ADJUTANT COPIES OF PNs</del> )                | CU/LB/AJ |
| (9) Arrange for laying of White Papers, etc.   | AJS      |
| (10) Seek Chancellor's wishes as to speakers in Debate, inform them and the Whips. <i>Take into account Minister's, Ladies' engagements.</i>   | JW       |
| (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. ( <del>WORK MINIS</del> <sup>REQUIRING ON T.V. DEPARTMENTS</sup> )  | LB       |
| (12) Two weeks before Budget Day, LB writes to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. <u>Inter alia</u> , these notes will specify that the numbers of Press Notices required will be as follows:- | LB/CU    |

<u>Treasury PNs</u>	Total required	1,510
	Vote Office	750
	Chancellor's Office	75
	IDT and Treasury	945
	Mailing lists	700 (?)

Other Departments PNs (except those relating to public expenditure white paper)

Total required		1,160
Vote Office		750
IDT		350 (?)
Ch's Office		75

[ Other Departments' PNs on PEWP

IDT		350 (?)
Ch's Office		75

]



- (13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take PSJ, RT and LB with Speech sections to House at 3.00 p.m. on Budget Day LB
- (14) Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70 CS
- (15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolutions, PEWP and other Command papers from Enquiry Room after the Chancellor has sat down, viz:- PB
- (a) NEDO (211 3000) )Each to have 3 copies of Speech,  
 CBI (930 6711 311) )Snapshot, FSBR, Command Papers,  
 TUC (636 4030) )any Press Notices and 2 copies  
 Conservative Research)of the PEWP  
 Dept (222 9000) )
- (b) PB to arrange with Principal in IG3 Division (MM) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (excluding PEWP) (12 sets in all)
- (c) PB to arrange with Mr. Bush for him to pick up 1 copy each of Speech, FSBR, PEWP, other Command Papers and Press Notices for Mr. Hubback, Clerk to the Treasury and Civil Service Committee
- (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 9 March at the latest. LB
- (17) Thursday 5 March  
 Transfer Budget Speech to word-processing unit JW/AB
- (17A) *inform RT of weekly update of speech*
- (18) Friday 6 March  
 Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS JW
- (19) Submit draft Checklist to Chancellor's Office CU
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box BC/RI
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office BU/CU
- (22) Submit final draft of TV speech if available Mr. Cropper  
 RG



Saturday before Budget

- (23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.

Work as necessary to produce final version of Speech (Word processing unit available all day)

Chancellor: photo-call in Surrey

- (24) Type Chancellor's speaking copy of Speech section by section on A4 paper *(INVITATIONS?) (LHM) INVITATIONS* AB/WPU

- (25) Type Checklist on A4 paper CS

- (26) Check and make corrections in Chancellor's speaking copy, section by section Chancellor's Office/WPU

- (27) Roll off and collate 36 copies of speech for: PT

- Private Secretaries (3)
- EB (3 copies) - to check Brief, Snapshot and guidance telegrams
- Mrs Hedley-Miller - to prepare telegrams to overseas Governments:

(a) Chancellor to EEC Finance Ministers

EEC Commissioner for Financial and Monetary Affairs

MD of IMF

Finance Ministers in US, Japan and Canada

(b) Sir Douglas Wass to Members of Co-ordinating Committee

- Governor, Treasury Ministers (5)
- Permanent Secretaries, PS/IR, PS/C&E, Deputy Secretaries, Mr Unwin, Mr Battishill, Mrs Gilmore, Mr Salveson, Mr Ridley, Mr Cropper, Mr Cardona, Mr Folger (24)  
*Mr Sandhu, Mr Kemp*

Arrange with BC for EB's copies to be delivered on Saturday

- (28) Send speaking copy and spare to Chancellor JW

Monday 9 March

- (29) 9.00 a.m. Ensure that copies circulated by hand as in item 27 DB

- (30) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief, Snapshot during course of day BC

- (31) Inform *(Garnier)* IDT of likely length of speech to guide radio/TV JW

*THURSDAY if possible. PERSONAL VIEW.*





- (32) By 2 p.m. start amending speech as necessary WPU
- (33) Check any corrections section by section Chancellor's Office
- (34) Chancellor due at Buckingham Palace, 6.30 p.m.
- (35) Receive Snapshot from EB(BC) for checking PSJ/BC
- (36) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JW/WPU
- (37) Final check of Snapshot before collating. PSJ
- (38) Photocopy 30 copies of final text, section by section, for PT
- Chancellor
  - Prime Minister
  - Treasury Ministers (4)
  - Officials and Advisers (20 - listed in annex)
  - Private Secretaries ( )
- (39) Roll off 220 copies of speaking copy, section by section and 500 copies of snapshot (White Paper) PT/CRU

BUDGET DAY: Tuesday 10 March

- (40) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) SG
- (41) ~~10~~ 0930 : Budget Cabinet ~~12~~
- (42) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for ~~385~~ 385 copies to be rolled off for distribution to the Lobby, ~~Overseas Press~~ and Press Gallery in House of Commons and to IDT (see Items 49 and 62). From Private Office production of Speech (220 copies) send 2 copies by hand to BC (EB Room 10/3) as soon as possible to be marked up for PA/Reuters/radio/TV). AB/CB
- When master copy of "marked up" speech returns to P.O.,  
 2 copies to be made for BBC TV, BBC Radio, ITN ITN  
 (PA and Reuters).*



- (43) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex DB
- (44) Prepare packages as follows: *(NAMES TO BE CONFIRMED)* PB/CS
- (a) Press Gallery via LB (see also item 59)
- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 copy of Snapshot, with Checklist, with each final section (ie 30 snapshots)
- (b) ITN, Wells Street
- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. <sup>SUE TIMSON</sup> ~~Producer~~, ITN Budget Programme
    2. Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.
- (c) BBC, TV White City
- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. Peter ~~Hobday~~ <sup>OPPENHEIMER</sup> and to be handed over at end of Speech.
- (d) BBC Radio, Broadcasting House
- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Dominick Harrod  
BBC Economics Correspondent
    2. Producer, PM Budget Special
- NB: These envelopes to be handed over at end of Chancellor's Speech



(e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page by page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

- 
- \* 4 'marked-up' copies of Speech (unstapled) are to be provided by Mr Collins to Mrs C Scott by 2.30 p.m. (Mr Collins will also supply 2 copies to RG for P.A. and Reuters)

BC

- 
- (45) Check arrival in Chancellor's Office of 58 copies of Resolutions from Parliamentary Counsel's Office, 130 copies of FSBR from Treasury Accountant, 120 copies of Command papers, 101 copies of PEWP and 8 Briefs (From EB - first 3 to JW, RIT and PSJ)

DB/CB/PB

- (46) Issue 128 copies of FSBR, 119 copies of Command papers, 101 copies of PEWP, 39 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JW, MAH and RIT)

DB/CS

- (47) 400 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62. (see also item 40).

CB/PB

- (48) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

PC

20 ~~30~~ copies of Speech and <sup>50</sup>~~60~~ copies of Snapshot to Home Press Gallery, House of Commons

<sup>45</sup>~~50~~ ~~45~~ copies of Speech, FSBR and Command Papers and 60 copies of snapshot and Press Notices to RG (for Lobby Conference)

10 copies of speech → 10 copies of snapshot in separate envelope  
6 "the secretary, Press Gallery" Marked "for overseas correspondents"



40 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to IDT, ~~(for Overseas Press Conference)~~.

The above parcels should then be packed for transmission to the House (see item 62)

- (49) Start collation of full text of Speech with index and checklist Clerks and Typists
- (50) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last AJS
- (51) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, Command Papers to:- CS
- Prime Minister )
  - Chief Secretary )
  - Financial Secretary )
  - Ministers of State )
  - Officials, etc. (See Annex for list 20)) 25

Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JW (N.B. This would mean a commensurate increase in the number of copies needed)

- (52) At 12.30 p.m.: SECRET envelopes containing Speech, FSBR, ~~PEWP and Command Papers~~ to be given to messengers from:-
- Customs & Excise (6 copies of each)
  - Inland Revenue (6 copies of each)
  - Bank of England (6 copies of each plus 6 copies of press notices)

(LB to arrange that these messengers come to the Chancellor's messengers' lobby) LB

- (53) At 12.30 p.m.: <sup>(5)</sup>~~10~~ copies of Speech, Snapshot, FSBR, Command Papers and Press Notices PB/BC  
to be issued to RG for allocation to members of IDT (Copies of Brief will be sent direct to RG by EB) (and monitoring teams.)  
1 set of above to Mr Bush (for Northern Ireland Office)
- (54) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers, PEWP and Press Notices to be given to JW, PSJ and RIT, and of speech only to LB CS
- (55) 1 set each of Speech, FSBR, PEWP and Command Papers in sealed envelopes addressed to: CS





Speaker  
Leader of the House of Commons

Leader of the House of Lords (or acting Leader,  
Earl Ferrers)

Leader of the Opposition (Mr Foot)  
Shadow Chancellor (Mr Shore)  
Chancellor's PPS (Mr Ian Stewart MP)  
Mr Christopher (IRSF) - plus Press Notices  
Sir William Clark (Chairman of Conservative  
Finance Committee)

Mr Joel Barnett, Chairman PAC  
Mr Edward Du Cann, Chairman Treasury and CSD  
Select Committee

to be given to LB to take to House (to be given out after  
Speech)

- (56) Make up Budget Box using Gladstone Box for Chancellor  
with speaking copy of Speech, and copies of FSBR,  
Resolutions, Command Papers, PEWP and Press Notices.

JW

Budget Day: After lunch

- (57) Envelope copies of Speech for distribution to Members  
of the Cabinet (other than PM, Chancellor of the  
Duchy, Chief Secretary and Lord President) to be  
despatched after the Chancellor has sat down. (For named  
Ministers etc. see Item 55)

- (58) LB takes 30 copies of sectioned versions of Speech  
and snapshot to Chancellor's room at the House for IDT  
(for release during Speech). (See also item 45(a))

LB

- (59) AJS arranges for copy of Speech to be taken to Speaker's  
Office

AJS

- (60) During the Budget Speech: The sections will be  
released to the Press Gallery, TV, radio and IDT  
monitoring teams by the following drill:

(a) In the Press Gallery, Mrs Gilmore will release  
on a page-by-page basis to the Press Association and  
Reuters the specially side-lined copies of the  
Speech (provided direct by Mr Collins). Mrs. Gilmore  
will also authorise the release of the 30  
sectioned copies of the Speech by the members of  
IDT on duty outside the Press Gallery.

(b) In the 4 broadcasting studios (ITN, BBC-TV, BBC radio  
and IRN) the page-by-page unstapled copy of the  
Speech and the sectioned copies of the Speech will  
be released when the Treasury Official hears (from  
the Radio 4 live speech broadcast) that the page/  
section has been completed.



(61) After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 48 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences. PC

(62) After Speech has started allow access to Committee Section to representatives of IDT who will pack:

- 280 copies of Speech (supplied by CRU) PC
- 260 copies of FSBR and Command Papers
- 280 copies of all Press Notices and Snapshot

240 of the *copies* in envelopes for Press and other callers to collect  
*240 FSBR 270 Snapshot*

(63) During Speech: Note changes from typed version RIT

At end of Speech

(64) Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see item 56) LB

(65) Despatch by hand copies of Speech to other members of Cabinet (see item 57) DB

(66) On instructions from LB, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61) LB

(67) Take 1 copy to Official Reporters LB

(68) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal in ~~Orgz~~ Division *IG3* DB/MM

(69) Send copies as follows: PB

	<u>Speech and</u> <u>Brief</u>	<u>Snapshot,</u> <u>Resolutions,</u> <u>Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr. J. Anson, UKTSD, Washington	1	3	12	3
Mr. R. Butt UKREP Brussels	1	3	6	6

Send 1 copy of each of above papers to:  
 Director of British Information Services, NY

Miss J. Collings, British Embassy, Paris. BY 6.00 p.m. Bag  
 (Copies obtained from CS: See Item 45)



- (70) Give 8 copies of Speech to AJS for the Libraries  
of the House of Commons and the House of Lords
- (71) Ensure all officials covering the Official Box have  
copies of the Brief

LB

LB

CHANCELLOR'S OFFICE  
4 February 1981



BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY  
BY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
a.m.							
42	2						Mr Collins, EB Room 10/3 (via DB)
12.30 p.m.							
38/51	26	26	26	26	26	-	
	Single copies as indicated to be sent by hand to:						
	PM (No.10)	Sir Douglas Wass					Mr Littler
	Chief Secretary	Mr Ryrie					Mr Barratt
	Financial Secretary	Mr Burns					Mr Byatt
	Minister of State (C)	Sir Kenneth Couzens					Mr Bailey
	Minister of State (L)	Sir Anthony Rawlinson					Mr Folger
		Sir Douglas Lovelock					Mr Battishill
		Sir Lawrence Airey					Mr Ridley
							Mr Cropper
							Mr Cardona
52	6 (Each to send messenger to Chancellor's messengers' lobby)	-	6	<del>6</del>	6	-	Customs & Excise
	6	-	6	<del>6</del>	6	-	Inland Revenue
	6	-	6	<del>6</del>	6	6	Bank of England
53 (a)	<del>18</del> 15	Snapshot	-	<del>18</del> 15	<del>18</del> 15	<del>18</del> 15	RG (via DB)
(b)	1	1	1	1	1	1	Mr MacAuslan (for N.I.O.)
54	1	1	1	1	1	1	JW <del>15/54</del>
	1	1	1	1	1	1	PSJ
	1	1	1	1	1	1	RIT
	1	-	-	-	-	-	LB
<u>After</u>	57	Speaking copy	1	1	1	1	Chancellor (with Brief)
<u>Lunc</u>	60	1	-	-	-	-	Speaker's Office (via AJS)





<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u> <u>(with checklist</u> <u>incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other</u> <u>Command</u>	<u>Press</u> <u>Notices</u>	
<u>During Speech</u>								
4/48	30	30 <sup>∅</sup>	-	-	-	-	-	Press Gallery (via LB)
4/60	16*+	-	-	-	-	-	-	ITN
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	<del>2<sup>∅</sup></del> 1	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	11*+	-	-	-	-	-	-	BBC
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	<del>2<sup>∅</sup></del> 1	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	10*+	-	-	-	-	-	-	BBC Radio
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	<del>2<sup>∅</sup></del> 1	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	5*+	-	-	-	-	-	-	IRN
	1*	1 <sup>∅</sup>	-	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	LBC
<u>At end of Speech</u>								
5/68	3	3	-	3	<del>1</del>	3	3	NEDO
	3	3	-	3	2	3	3	CBI
	3	3	-	3	2	3	3	TUC
	3	3	-	3	2	3	3	Conservative Research
	13	12	-	13	-	13	13	Diplomatic Dept. Missions (via MM)
	1	-	-	1	1	1	1	Mr Hubback (via Ms Bush)
5/64	9	-	-	9	<del>6</del>	9		Single copies as indicated via LB to:-
								Mr Shore
								Speaker <del>Q/M</del> Sir W Clark
								<del>Mr St John Stevas</del> Mr Stewart
								<del>Lord Soames/Earl Ferrers</del> <del>Mr</del>
								Mr Foot Mr Du Cann <del>Mr Joel Barnett</del>
								<u>Press Notices</u>
	1	1	-	1	-	1	1	(Mr Christopher (IRSF))



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u> (with checklist incorporated)	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>At end of speech (contd.)</u>								
65	18	-	-	-	-	-	-	Cabinet (except PM Mr <del>St J. Stevas</del> , CST, Lord Soames) Minister of Transport
69	1	3	3	12	3	3	3	UKTSD <sup>o</sup>
	1	3	3	6	<del>4</del>	6	3	UKREP Brussels <sup>o</sup>
	1	1	1	1	<del>1</del>	1	1	BIS, NY <sup>o</sup>
	1	1	1	1	<del>1</del>	1	1	BE, Paris <sup>o</sup>
70	8							Mr Salveson <sup>o</sup> (For House Libraries)
<hr/>								
Total of above	<del>213</del> 215 (plus speaking copy)	<del>91</del> 90	<del>39</del> 55	<del>130</del> 128	<del>101</del> 34	119	69	<u>Brief:</u> 5 ( <sup>o</sup> with Brief)
<hr/>								
Despatched in bulk by CRU	<del>85</del>	<del>120</del>		<del>45</del>		<del>45</del>	<del>60</del>	
48/61/66	<del>115</del>	<del>150</del>		<del>85</del>		<del>85</del>	<del>100</del>	Mr Batchelor
62	<del>225</del>	<del>250</del>		165		165	<del>250</del> 285	in CRU
Other IDT	270-	<del>270</del>		<del>240</del>	45 275	240	<del>350</del> <del>285</del>	(Treasury only)
<hr/>								
Total copies required	583	490	55	378		369	(769 (Treasury*) 419 (non-Treasury)*)	<u>Brief:</u> 8

\*750 additional copies of Treasury and non-Treasury Press Notices (except other Departments' p.e.w.p. notices) will be sent direct to AJS by Departments responsible (see Item 12)

+Reproduced in Chancellor's Office





Mr. Kerr	Mr. Kemp	Mr. Battishill
Mr. Jenkins	Mr. Allen	Mr. Martin
Miss Rutter	Mr. Norgrove	Mr. Lavelle
Miss Burton	Mr. Bush	Mr. Hull
Mr. D. Barton	Mr. Collins	Mr. Salvesson
Mr. K. Brazier	Mrs Gilmore	Mr. Stubbington
Mr. C. Bennett	Mr. Monaghan	Mr. Collinson
Mrs. C. Scott	Mr. Godfrey	Mr. Hunter
Miss P. Taylor	Mr. Macrae	
Mr. T. Mathews	Miss Edwards	Mr. Chambers
Miss J. Swift	Mr. Haydon	Mr. Batchelor
Mr. Willetts		Mr. Bobsin
Mr. Harrison	Miss Peirson	Mr. Carpenter
Mr. Kwiecinski		Mr. Ian Stewart, MP
Mr. Colman		
Mr. Carter		PS/Inland Revenue
Mr. Michael		
Mr. Milner		PS/Customs & Excise
Mr. Ridley		
Mr. French		
Mr. Harris		

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BUDGET AIDE MEMOIRE

CHANCELLOR'S OFFICE TIMETABLE

.... I attach the final version of this year's Budget Aide Memoire.

2. As last year, the Public Expenditure White Paper will be published on Budget Day. This means there will again be a large volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).

3. Given that this Office will again be deluged with paper, we are therefore asking Treasury Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, HM Treasury. Only the numbers listed in the Annex for handling by the Private Office - 219 Speeches, 94 Snapshots, 41 Resolutions, 123 FSBRs, 124 Command Papers, 36 PEWPs, 73 sets of Press Notices (excluding non-Treasury PEWPs press notices of which we need 36 copies only), and 8 Budget Briefs should be sent here.

JJR  
JILL RUTTER



BUDGET 1981 : CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech	219	360	Mr. Salveson will make his own arrangements
Snapshot	94	460	
Resolutions	41	-	
FSBR	123	310	
Command Papers	124	290	
Press Notices	73	475 (Tsy)	
		355 (Non Tsy)	
PEWP	36	280	
" Press Notices	36	235	
Brief	8	235	

<u>Code</u>		
JK	John Kerr	(5728)
PSJ	Peter Jenkins	(5418)
JR	Jill Rutter	(5457)
DB	Dave Barton	(5512)
KB	Ken Brazier	(5597)
CB	Chris Bennett	(3816)
SB	Sharon Burton	(5487)
CS	Chris Scott	(4262)
PT	Pat Taylor	(3836)
RC	Ron Carpenter	(5359)
AB	Tony Batchelor	(4946)
PK	Peter Kemp	(3016)
RG	Rosalind Gilmore	(3443)
SG	Stan Godfrey	(7616)
FM	Frank Martin	(7393)
BC	B. Collins	(7426)
AJS	A.J. Salveson	(4749)
TS	Tim Stubbington	(5532)
MH	M. Hull	(5761)
CU	Central Unit	(3942)
GH	George Haydon	(7565)

Distribution: (Further copies are available from Dave Barton)

<u>Chancellor's Office</u>	<u>Other Private Offices, &amp;c.</u>	<u>Central Unit/EB</u>
Mr. J. Kerr	Mr. T. Mathews	Mr. Kemp
Mr. P.S. Jenkins	Miss J. Swift	Mr. Allen
Miss J. Rutter	Mr. Willetts	Mr. Norgrove
Mr. D. Barton	Mr. C.D. Harrison	Mr. Bush
Mr. K. Brazier	Mr. Kwiecinski	Mr. Collins
Mr. C. Bennett	Mr. J. Colman	
Miss S. Burton	Mr. A. Carter	Mr. Ian Stewart MP
Mrs. C. Scott	Mr. Michael	Miss Peirson (GE)
Miss P. Taylor	Mr. Ridley	
	Mr. French	
	Mr. Harris	
	PS/Customs & Excise	<u>IDT</u>
	PS/Inland Revenue	Mrs. Gilmore
<u>Parliamentary Section</u>	<u>FP</u>	Mr. Monaghan
Mr. Salveson	Mr. Battishill	Mr. Godfrey
Mr. Stubbington	Mr. Martin	Mr. Macrae
<u>OF</u>		Miss Edwards
Mr. Lavelle (Item 27)	<u>EO</u>	Mr. Haydon
Mr. Hull (Items 15 & 68)	Mr. Chambers	<u>Accounts</u>
	Mr. Batchelor	Mr. Collinson
	Mr. Bobsin	Mr. Hunter





Preparation in weeks before the Budget

- (1) Arrange audience of The Queen with her Private Secretary JR
- (2) Arrange for sufficient 3600 machines, stocks of paper and a mechanic on call to be available from Sunday. DB/AB
- (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. SG
- (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 8th March and on Budget Day. (For Private Office and IDT as well) JR/FM
- (5) Submit publicity arrangements to Chancellor RG
- (6) Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section. SG
- (7) Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.) AJS/DB
- (8) CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PN's) CU/JR/AJS
- (9) Arrange for laying of White Papers, etc. AJS
- (10) Seek Chancellor's wishes as to speakers in Debate, inform them and the Whips. Take into account Minister's TV and Radio engagements. JK
- (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts) JR
- (12) Two weeks before Budget Day, DB writes to Vote Office about Resolutions, FSBR and PEWP arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:- DB/CU

<u>Treasury PNs</u>	Total required	1,713	(AB will check)
	Vote Office	900	
+	Chancellor's Office	73	

IDT and Treasury Mailing lists 740 (Tsy PEWP 760)

Other Departments PNs (except those relating to public expenditure white paper)

Total required 1,333

+	Vote Office	900	
	IDT	360	
	Ch's Office	73	

Other Departments' PNs on PEWP

	IDT	330	
	Ch's Office	36	



- (13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take PSJ, JR and SB with Speech sections to House at 3.00 p.m. on Budget Day RC
- (14) Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70 CS
- (15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolutions, PEWP and other Command papers from Enquiry Room after the Chancellor has sat down, viz:- KB
- (a) NEDO (211 3000) )Each to have 3 copies of Speech,  
 CBI (379 7400) )Snapshot, FSBR, Command Papers,  
 TUC (636 4030) )any Press Notices and 2 copies  
 Conservative Research)of the PEWP (except NEDO)  
 Dept (222 9000) )
- (b) KB to arrange with AT in EF2 Division (M.H.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Newman, US Embassy, sets of 1 copy of each of the above documents (excluding PEWP) (12 sets in all)
- (c) KB to arrange with Mr. Bush for him to pick up 1 copy each of Speech, FSBR, PEWP, other Command Papers and Press Notices for Mr. Limon, Clerk to the Treasury and Civil Service Committee
- (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 5 March at the latest. DB
- (17) Thursday 4 March  
 Inform IDT of likely length of Speech. JK/SB
- (18) Friday 5 March  
 Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS JK
- (19) Submit draft Snapshot to Chancellor's Office EB/IDT
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box BC/JR
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office PK/CU
- (22) Submit final draft of TV speech if available Mr. French/  
 RG



Saturday before Budget

- (23) Second book proofs of FSBR received by  
Treasury Accountant, 10.00 a.m.

Work as necessary to produce final version of  
Speech

Chancellor: photo-call in Surrey  
(NB IDT to be informed of any interesting pre-Budget weekend invitations)

(24)

- (25) Type Snapshot on A4 paper

EB

- (26) Check and make corrections in Chancellor's  
speaking copy, section by section

Chancellor's  
Office

- (27) Roll off and collate 37 copies of speech for:

PT

- Private Secretaries (3)
- EB (3 copies) - to check Brief,  
Snapshot and guidance telegrams
- Mr Lavelle - to prepare telegrams  
to overseas Governments:

(a) Chancellor to EEC Finance Ministers

EEC Commissioner for Financial  
and Monetary Affairs

MD of IMF

Finance Ministers in US, Japan  
and Canada

(b) Sir Douglas Wass to Members of Co-ordinating  
Committee

- Governor, Treasury Ministers (6)
- Permanent Secretaries, PS/IR, PS/C&E, Deputy  
Secretaries, Mr Kemp, Mr Battishill, Mrs Gilmore,  
Mr Salveson, Mr Ridley, Mr. French, Mr. Harris, Mr. Norgrove  
Mr. Mountfield, Mr. Monger

(24)

Arrange with BC for EB's copies to be delivered on  
Saturday

DB/BC

- (28) Send speaking copy and spare to Chancellor

JK

Monday 8 March

- (29) 9.00 a.m. Ensure that copies circulated by hand as in  
item 27

DB

- (30) Chancellor's Office to receive from EB 2 copies of  
near-final draft of Brief and Snapshot during course  
of day

BC

- (31) Confirm likely length of speech with IDT to guide  
radio/TV

JK



- (32) By 2 p.m. start amending speech as necessary CS
- (33) Check any corrections section by section Chancellor's Office
- (34) Chancellor due at Buckingham Palace, 6.00 p.m.
- (35) Receive Snapshot from EB(BC) for checking PSJ/BC
- (36) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JK/CS
- (37) Final check of Snapshot before collating. PSJ
- (38) Photocopy 33 copies of final text, section by section, for PT
- Chancellor
  - Prime Minister
  - Treasury Ministers (5)
  - Officials and Advisers (22 - listed in annex)
  - Private Secretaries (4)
- (39) Roll off 225 copies of speaking copy, section by section and 737 copies of snapshot (White Paper) PT/CRU

BUDGET DAY: Tuesday 9 March

- (40) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) SG
- (41) 10 a.m: Budget Cabinet
- (42) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 360 copies to be rolled off for distribution to the Lobby, and Press Gallery in House of Commons and to IDT (see Items 49 and 62). From Private Office production of Speech (225 copies) send 2 copies by hand to BC (EB Room 17/1) as soon as possible to be marked up for PA/Reuters/radio/TV). AB/BC/KB  
When master copy of "marked up" speech is returned to the private office, 7 copies to be made for BBC TV, BBC Radio, IRN, ITN, PA, Reuters and PA Newsroom





- (43) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex DB
- (44) Prepare packages as follows: KB/CS
- (a) Press Gallery via SB (see also item 59)
- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 copy of Snapshot, # , with each final section (ie 30 snapshots)
- (b) ITN, Wells Street
- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Sue Tinson, ITN Budget Programme
    2. Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.
- (c) BBC, TV White City
- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 2 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  - 3 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. Peter Oppenheimer
    3. Mark Rogerson: BBC Economics Editor. and to be handed over at end of Speech.
- (d) BBC Radio, Broadcasting House
- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Dominick Harrod  
BBC Economics Correspondent
    2. Producer, PM Budget Special
- NB: These envelopes to be handed over at end of Chancellor's Speech



(e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page by page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

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\* 5 'marked-up' copies of Speech (unstapled) are to be provided by Mr Brazier to Mrs C Scott by 2.30 p.m. (Mr Brazier will also supply 2 copies to RG for P.A. and Reuters)

KB

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(45) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 123 copies of FSBR from Treasury Accountant, 124 copies of Command papers, 36 copies of PEWP and 8 Briefs (From EB - first 3 to JK, JR and PSJ)

DB/CB/KB

(46) Issue 123 copies of FSBR, 124 copies of Command papers, 36 copies of PEWP, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JK, PSJ and JR)

DB/CS

(47) 645 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62. (see also item 40).

CB/KB

(48) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

RC

30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 45 copies of FSBR, PEWP and Command Papers and 60 copies of snapshot and Press Notices to RG (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".



The above parcels should then be packed for transmission to the House (see item 62)

- (49) Start collation of full text of Speech with index and checklist Clerks and Typists
- (50) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last AJS
- (51) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, Command Papers to:- CS
- Prime Minister
  - Chief Secretary
  - Financial Secretary
  - Economic Secretary
  - Ministers of State
  - Officials, etc. (See Annex for list 20))
- ) RC to provide  
) extra messenger  
)  
)  
)  
) 26
- Speaker (via Mr. Salveson)  
1 Set of above to Mr. Bush (for Northern Ireland Office)  
Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JK. (N.B. This would mean a commensurate increase in the number of copies needed)
- (52) At 12.30 p.m.: SECRET envelopes containing Speech and FSBR, to be given to messengers from:-
- Customs & Excise (6 copies of each) - including 1 to Isle of Man
  - Inland Revenue (6 copies of each)
  - Bank of England (6 copies of each plus 6 copies of press notices)
- (DB to arrange that these messengers come to the Chancellor's messengers' lobby) DB
- (53) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to RG for allocation to members of IDT (Copies of Brief will be sent direct to RG by EB) (and monitoring teams. KB/BC
- (54) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers, PEWP and Press Notices to be given to JK, PSJ and JR, and of speech only to SB CS
- (55) 1 set each of Speech, FSBR, PEWP and Command Papers in sealed envelopes addressed to: CS



Leader of the House of Commons

Leader of the House of Lords (Excluding PEWP)

Leader of the Opposition (Mr Foot)

Shadow Chancellor (Mr Shore)

Chancellor's PPS (Mr Ian Stewart MP)

Mr Christopher (IRSF) - plus Press Notices (Excluding PEWP)

Sir William Clark (Chairman of Conservative  
Finance Committee)

Mr Joel Barnett, Chairman PAC (Excluding PEWP)

Mr Edward Du Cann, Chairman Treasury and CSD

Hon. Peter Brooke (Treasury Whip)  
Select Committee

to be given to SB to take to Mr. Ian Stewart's room, House of  
Commons (to be given out after Speech) (JR to collect after  
Chancellor has sat down).

- (56) Make up Budget Box using Gladstone Box for Chancellor  
with speaking copy of Speech, and copies of FSBR,  
Resolutions, Command Papers, PEWP and Press Notices.

JK

Budget Day: After lunch

- (57) Envelope copies of Speech for distribution to Members  
of the Cabinet (other than PM, Chancellor of the  
Duchy, Chief Secretary and Lord President) to be  
despatched after the Chancellor has sat down. (For named  
Ministers etc. see Item 55)

- (58) SB takes 30 copies of sectioned versions of Speech  
and snapshot to Chancellor's room at the House for IDT  
(for release during Speech). (See also item 45(a))

SB

- (59) AJS arranges for copy of Speech to be taken to Speaker's  
Office

AJS

- (60) During the Budget Speech: The sections will be  
released to the Press Gallery, TV, radio and IDT  
monitoring teams by the following drill:

(a) In the Press Gallery, Mrs Gilmore will release  
on a page-by-page basis to the Press Association and  
Reuters the specially side-lined copies of the  
Speech (provided direct by Mr Brazier. Mrs. Gilmore  
will also authorise the release of the 30  
sectioned copies of the Speech by the member of  
IDT on duty outside the Press Gallery.

(b) In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA News-  
and IRN) the page-by-page unstapled copy of the  
Speech and the sectioned copies of the Speech will  
be released when the Treasury Official hears (from  
the Radio 4 live speech broadcast) that the page/  
section has been completed.

room





(61) After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 48 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences. R C

(62) After Speech has started allow access to Committee Section to representatives of IDT who will pack:

- 305 copies of Speech (supplied by CRU)
- 275 copies of FSBR and 255 of other Command Papers.
- 300 copies of other Depts. Budget Press Notices
- 415 copies of Snapshot R C
- 245 copies of PEWP (extra 45 to be sent direct to IDT for PEWP Press conference and spares)
- 430 copies of Tsy Press Notices (450 Tsy PEWP PNS)
- 265 copies of PEWP Press Notices.

in envelopes for Press and other callers to collect

(63) During Speech: Note changes from typed version JR

At end of Speech

(64) Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 55) JR

(65) Despatch by hand copies of Speech to other members of Cabinet (see Item 57) DB

(66) On instructions from SB, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61) SB

(67) Take 1 copy to Official Reporters SB/TS

(68) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to EF2 Division DB/MH

(69) Send copies as follows: RB

	<u>Speech and Brief</u>	<u>Snapshot, Resolutions, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>	<u>PEWP</u>
Mr. J. Anson, British Embassy Washington	1	3	3	3	3
Mr. R. Butt UKREP Brussels	1	3	4	4	4

Send 1 copy of each of above papers (except PEWP to: Director of British Information Services, NY

Mr. M.C.S. Weston, British Embassy, Paris. BY 6.00 pm Bag



- (70) Give 8 copies of Speech to TS for the Libraries  
of the House of Commons and the House of Lords TS
- (71) Ensure all officials covering the Official Box have  
copies of the Brief S.B

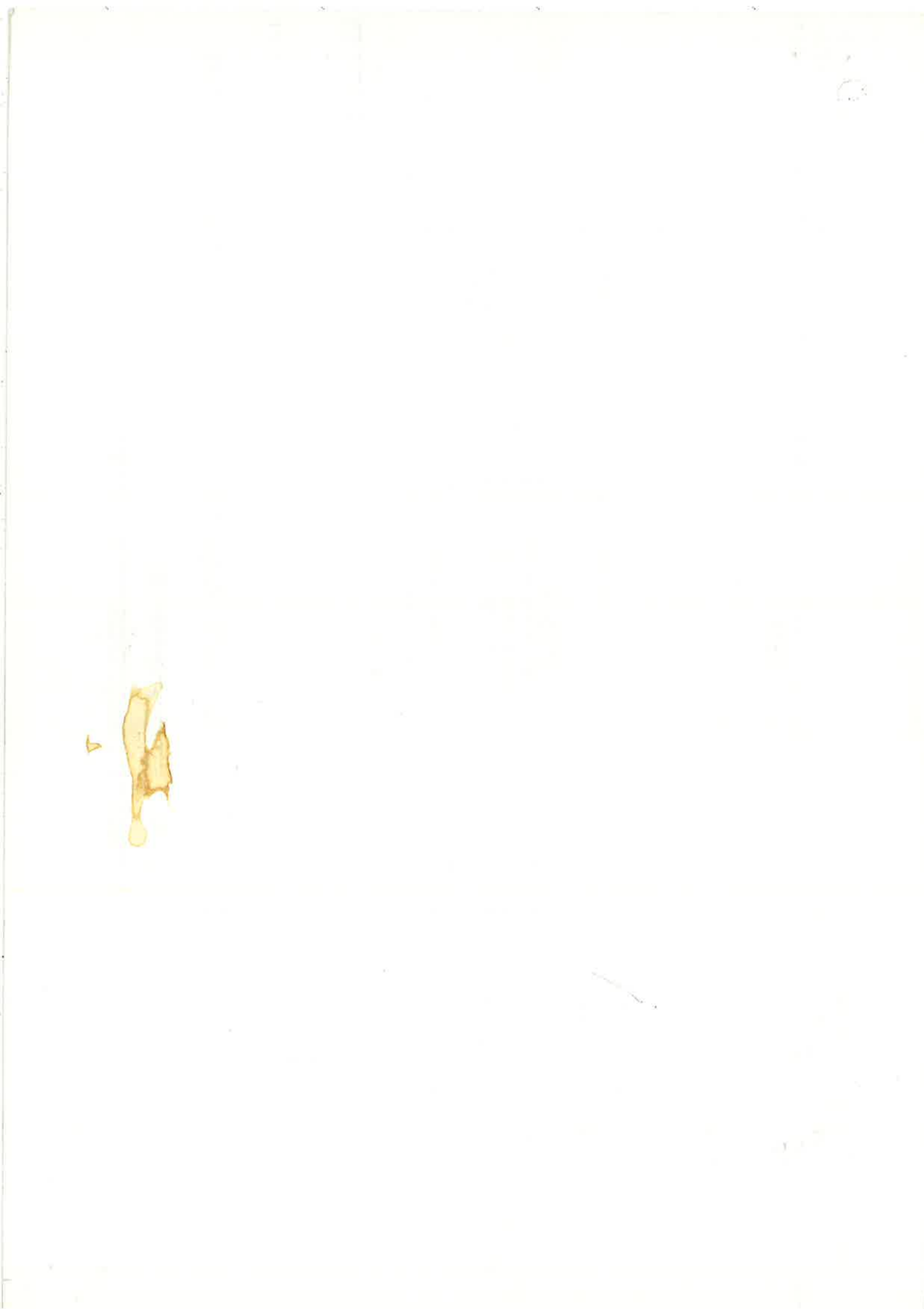
CHANCELLOR'S OFFICE



BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

BY CHANCELLOR'S OFFICE

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
a.m.							
42	2						Mr Collins, EB Room 10/3 (via DB)
12.30 p.m.							
38/51	29	29	29 (for PM)	1	29	-	
Single copies as indicated to be sent by hand to:							
	PM (No.10)	Sir Douglas Wass			Mr Littler		Mr Wilding
	Chief Secretary	Mr Rynie			Mr Barratt		Mr Middleton
	Financial Secretary	Mr Burns			Mr Byatt		Mr Kemp
	Economic Secretary	Sir Kenneth Couzens			Mr Quinlan		Mrs Gilmore Mr Mountfield
	Minister of State (C)	Sir Anthony Rawlinson			Mr Norgrove		Mr Battishill Mr Monger
	Minister of State (L)	Sir Douglas Lovelock			Mr Le		Mr Ridley
		Sir Lawrence Airey			Cheminant		Mr. French
52	6 (Each to send messenger to Chancellor's messengers' lobby)	-	6		6	-	Mr Harris Customs & Excise
	6	-	6		6	-	Inland Revenue
	6	-	6		6	6	Bank of England
		<u>Snapshot</u>					
53 (a)	18	-	18		18	18	RG (via DB)
(b)	1	1	1	1	1	1	Mr Bush (for N.I.O.)
54	1	1	1	1	1	1	JK
	1	1	1	1	1	1	PSJ
	1	1	1	1	1	1	JR
	1	-	-	-	-	-	SB
<u>After</u>	57	Speaking copy	1	1	1	1	Chancellor (with Brief)
<u>Lunch</u>	60	1	-	-	-	-	Speaker's Office (via AJS)



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u> <u>(with checklist</u> <u>incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other</u> <u>Command</u>	<u>Press</u> <u>Notices</u>	
<u>During Speech</u>								
44/48	30	30 <sup>∅</sup>	-	-	-	-	-	Press Gallery (via SB)
44/60	16*+	-	-	-	-	-	-	ITN
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	2	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	12*+	-	-	-	-	-	-	BBC
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	3	2 <sup>∅</sup>	3 <sup>∅</sup>	Personal copies
	10*+	-	-	-	-	-	-	BBC Radio
	2*	2 <sup>∅</sup>	-	2 <sup>∅</sup>	-	2 <sup>∅</sup>	2 <sup>∅</sup>	Personal copies
	5*+	-	-	-	-	-	-	IRN
	1*	1 <sup>∅</sup>	-	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	1 <sup>∅</sup>	LBC
<u>At end of Speech</u>								
15/68	3	3	-	3	-	3	3	NEDO
	3	3	1	3	2	3	3	CBI
	3	3	-	3	2	3	3	TUC
	3	3	-	3	2	3	3	Conservative Research Dept.
	14	14	-	14	-	14	14	Diplomatic Missions (via MH)
	1	-	-	1	1	1	1	Mr Limon (via Mr Bush)
55/64	9	-	-	9	7	10		Single copies as indicated via SB to:-
								Speaker Hon. P. Brooke
								Mr Shore
								(except PEWP) Sir W Clark
								Mr Pym Mr Stewart
								Lady Young (Except PEWP)
								Mr Foot Mr Du Cann Mr Joel Barnett
								Press Notices (Except PEWP)
	1	1	-	1	-	1	1	(Mr Christopher (IRSF))

+ Includes 1 marked up and unstapled copy  
\* Sectioned  
<sup>∅</sup> With final section/at end of speech  
\* Includes 2 marked up and unstapled copies

Single copies as indicated via SB to:-  
Speaker Hon. P. Brooke  
Mr Shore  
(except PEWP) Sir W Clark  
Mr Pym Mr Stewart  
Lady Young (Except PEWP)  
Mr Foot Mr Du Cann Mr Joel Barnett  
Press Notices (Except PEWP)  
1 (Mr Christopher (IRSF))





<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>PEWP</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>At end of speech (contd.)</u>								
65	18	-	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lady Young)
69	1	3	3	3	3	3	3	British Embassy, Washington <sup>∅</sup>
	1	3	3	4	4	4	3	UKREP Brussels <sup>∅</sup>
	1	1	1	1		1	1	BIS, NY <sup>∅</sup>
	1	1	1	1		1	1	BE, Paris <sup>∅</sup>
70	8							Mr Salveson <sup>∅</sup> (For House Libraries)
<hr/>								
Total of above	219 (plus speaking copy)	94	41	123	36	124	73 (36 Brief: 8 only (∅ with Brief) of other Depts, PEWP PNs)	
Despatched in bulk by CRU								
48/61/66	85	120		45	45	45	60 Tsy PN, 60 PE PNs, 60 other Depts. on Budget	
62							430 (Tsy) (450 Tsy) 265 (PEWP) (PEWP)	Mr Batchelor in CRU
Other IDT	305	395		275	245	255	300 (other Depts) 250 (Tsy)	(for IDT)
<hr/>								
Total copies required	619	609	41	443	326	424	863(Tsy) 350(PEWP) 413(Other Depts)	Brief: 8

\*900 additional copies of Treasury and non-Treasury Press Notices (except other Departments' p.e.w.p. notices) will be sent direct to AJS by Departments responsible (see Item 12)



RESTRICTED

FROM: MISS M O'MARA

DATE: 28 February 1983



Mr Kerr  
Miss O'Mara  
Miss Rutter  
Miss Young  
Mr Brazier  
Mr Lawrence  
Mr Visconti  
Mrs Willis  
Miss Taylor  
Mr Gieve  
Miss Swift  
Mr Donnelly  
Mr Kwiecinski  
Mr Harrison  
Miss Pollock  
Mr J Williams  
Mr Bush  
Mrs Dunn  
Mr Hudson  
Mr Milner  
Mr Ridley  
Mr French  
Mr Harris

Mr Kemp  
Mr Allen  
Mr Norgrove  
Mr Corcoran  
Mr Collins  
Mr Hall  
Mr Monaghan  
Mr Page  
Mr Macrae  
Miss Edwards  
Mr Johnson  
Mr T A A Hart  
Mr Moore  
Mr Martin  
Mr Lavelle  
Mr Graham  
Mr Salveson  
Mr Stubbington  
Mr Collinson  
Mr Hunter

Mr Chambers  
Mr Batchelor  
Mr Bobsin  
Mr Carpenter  
Mr Renton  
PS/Inland Revenue  
PS/Customs & Excise

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**BUDGET AIDE MEMOIRE**

**CHANCELLOR'S OFFICE TIMETABLE**

I attach the final version of this year's Budget Aide Memoire.

*M. O'Mara*

MISS M O'MARA



**BUDGET 1983: CHANCELLOR'S OFFICE TIMETABLE**

total number of papers distributed under these arrangements (See Annex)

	<u>Private Office</u>	<u>CRU</u>	<u>Parliamentary Section</u>
Speech	222	420	Mr Salveson will make his own arrangements
Snapshot	114	535	
Resolutions	41	-	
FSBR	122	370	
Command Papers	121	340	
Press Notices	73	710 (Tsy) 340 (Non Tsy)	
Brief	8		

<u>Code</u>		
	JK John Kerr	(5728)
	MOM Margaret O'Mara	(5418)
	JR Jill Rutter	(5457)
	KB Ken Brazier	(5597)
	NL Nigel Lawrence	(5512)
	MV Marco Visconti	(3910)
	DY Donna Young	(5487)
	LW Lesley Willis	(4262)
	PT Pat Taylor	(3836)
	RC Ron Carpenter	(3327)
	AB Tony Batchelor	(7278)
	PK Peter Kemp	(3016)
	MH Martin Hall	(3443)
	JP John Page	(7616)
	FM Frank Martin	(7393)
	BC Barry Collins	(5514)
	AJS John Salveson	(4749)
	TS Tim Stubbington	(5532)
	JG John Graham	(6160)
	CU Central Unit	(3942)
	GJ Graham Johnson	(7565)

Distribution: (Further copies are available from Ken Brazier)

<u>Chancellor's Office</u>	<u>Other Private Offices, etc.</u>	<u>Central Unit/EB</u>
Mr J Kerr	Mr J Gieve	Mr Kemp
Miss M O'Mara	Miss J Swift	Mr Allen
Miss J Rutter	Mr M Donnelly	Mr Norgrove
Mr K Brazier	Mr E Kwiecinski	Mr Corcoran
Mr N Lawrence	Mr C D Harrison	Mr Collins
Mr M Visconti	Miss T Pollock	
Miss D Young	Mr H Bush	
Mrs L Willis	Mrs R Dunn	
Miss P Taylor	Mr Hudson	
	Mr J Milner	
	Mr Williams	
	Mr A Ridley	
	Mr D French	
	Mr R Harris	
	PS/Customs & Excise	
	PS/Inland Revenue	
	Mr T Renton MP (HOC)	



Parliamentary Section

Mr Salveson  
Mr Stubbington  
OF

Mr Lavelle (Item 29)  
Mr Graham (Items 15 & 70)  
GE  
Mr Hart

FP

Mr Moore  
Mr Martin  
EO  
Mr Chambers  
Mr Batchelor  
Mr Bobsin  
Mr Carpenter

IDT

Mr Hall  
Mr Monaghan  
Mr Page  
Mr Macrae  
Miss Edwards  
Mr Johnson

Accounts

Mr Collinson  
Mr Hunter

CHANCELLOR'S OFFICE  
February 1983





PRELIMINARY

Preparation in weeks before the Budget

- |         |   |                 |
|---------|---|-----------------|
| (1) (a) | Arrange audience of The Queen with her Private Secretary  | JR              |
| (b)     | Check with <del>S</del> peaker on allocation of guest seats available.  |                 |
| (2)     | Arrange for sufficient 5600 machines, stocks of paper <u>and a mechanic on call</u> to be available from Sunday.  | KB/AB           |
| (3)     | Arrange for TV Broadcast, in conjunction with Chief Whip's Office.  | MH              |
| (4)     | Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 14 March and on Budget Day. (For Private Office and IDT as well)   | JR/FM           |
| (5)     | Submit publicity arrangements to Chancellor   | MH              |
| (6)     | Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section.  | JP              |
| (7)     | Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)   | AJS/DY          |
| (8)     | CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs) Confirm all numbers with AB.   | CU/JR/AJS<br>AB |
| (9)     | Arrange for laying of White Papers, etc.  | AJS             |
| (10)    | Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements.  | JK/MH           |
| (11)    | Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.)  | JR              |
| (12)    | <del>Two weeks before Budget Day, KB writes to Vote Office about Resolutions and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. KB to arrange for Lord President's Office to collect Snapshot. <u>Inter alia</u>, these notes will specify that the numbers of Press Notices required will be as follows:-</del> | KB/CU           |



<u>Snapshot</u>	Total required	1,919	(AB will check)
	Vote Office	1,000	
	Printed Paper Office	150	
	Chancellor's Office	114	
	IDT	535	
	Lord President's Office	120	

<u>Treasury PNs</u>	Total required	1,933	(AB will check)
	Vote Office	1,000	
	Printed Paper Office	150	
	Chancellor's Office	73	
	IDT and Treasury		
	Mailing lists	<u>710</u>	

Other Departments PNs

Total required	1,563	(AB will check)
Vote Office	1,000	
Printed Paper Office	150	
Chancellor's Office	73	
IDT	340	

- (13) On 7 March reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MOM, JR and DY with Speech sections to House at 3.00 p.m. on Budget Day. RC
- (14) Prepare addressed envelopes or labels for those listed below under Items 15,47,50,53,57 and 71 LW
- (15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down, viz:- MV
- (a) NEDO (211 3000) )Each to have 3 copies of Speech,  
CBI (379 7400) )Snapshot, FSBR, Command Papers and  
TUC (636 4030) )any Press Notices + 1 Resolution for CBI  
Conservative Research  
Dept (222 9000)
- (b) MV to arrange with EF2 Division (J.G.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (14 sets in all)
- (c) MV to arrange with Mr Corcoran for collection of 1 copy each of Speech, Snapshot, FSBR, other Command Papers and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee
- (16) Arrange with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to KB and AB in CRU as appropriate (see Annex) by close of play on Friday 11 March at the latest. Also arrange with Central Unit for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March. KB/A



- 7) Thursday 10 March  
Inform IDT of likely length of Speech. JK/JP
- (18) Friday 11 March  
Send copy of latest draft of Speech to PM if Chancellor wishes. JK
- (19) Submit draft Snapshot to Chancellor's Office EB/IDT
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box. BC/JR
- (21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office. PK/CU
- (22) Submit final draft of TV speech if available. Mr French/  
MH
- (23) Check with JK whether any other Ministers or Officials are to receive advance copies of Budget documents other than those at Annex. KB

SATURDAY-MONDAY

Saturday 12 March

- (24) Second book proofs of FSBR received by Central Unit, 10.00 a.m. MC
- (25) Work as necessary to produce final version of Speech. JK
- (26) Chancellor: photo-call in Surrey. JP
- (27) Type Snapshot on A4 paper. EB
- (28) Check and make corrections in Chancellor's speaking copy, section by section Chancellor's Office
- (29) Roll off and collate 37 copies of speech for: PT
- Private Secretaries (3)
  - EB (3 copies) - to check Brief, Snapshot and Guidance telegrams
  - Mr Lavelle - to prepare a telegram to selected overseas Finance Ministers etc. for issue later in the week.
  - Governor & Treasury Ministers=(6)
  - Permanent Secretaries (4), Deputy Secretaries (6), Mr Kemp, Mr Moore, Mr Hall, Mr Salveson, Mr Ridley, Mr French, Mr Harris, Mr Norgrove, Mr Mountfield, Mr Monger, PS/IR, PS/C&E.
- Arrange with BC for EB's copies to be delivered on Saturday KB/BC
- (30) Send speaking copy and spare to Chancellor. JK

Monday 14 March

- (31) 9.00 a.m. Ensure that copies circulated by hand as in item 29 KB
- (32) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day. BC
- (33) Confirm likely length of speech with IDT to guide radio/TV. JK/MH



- i) By 2 p.m. start amending speech as necessary. LW
- (35) Check any corrections section by section. Chancellor's Office
- (36) Chancellor due at Buckingham Palace, 6.00 p.m.
- (37) Receive Snapshot from EB(BC) for checking. MOM/BC
- (38) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JK/LW
- (39) Final check of Snapshot before collating MOM
- (40) Photocopy 32 copies of final text, section by section, for  
 - Chancellor  
 - Prime Minister  
 - Other Treasury Ministers (5)  
 - Officials and Advisers (21)  
 - Private Secretaries (4) } See Annex
- (41) Roll off 222 copies of speaking copy, section by section and 1919 copies of snapshot PT/CRU

**BUDGET DAY:**

- (42) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) JP
- (43) 10 a.m.: Budget Cabinet.
- (44) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 420 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 49 and 63). From Private Office production of Speech (222) copies) send 2 copies by hand to BC (EB Room 99/2) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, 9 copies to be made for BBC TV, (2 copies), BBC Radio, IRN, ITN, Channel 4, PA, Reuters and PA Newsroom, *Financial Times*. AB/BC/MV
- (45) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to LW and AB in accordance with list in Annex. KB
- (46) Prepare packages as follows: NL/LW
- (a) Press Gallery via DY (see also item 65)
- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
  - 1 copy of Snapshot, with each final section (ie 30 snapshots)





(b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  1. Sue Tinson, ITN Budget Programme
  2. Peter Hall, Editor 'Oracle' News servicesto be handed over at end of speech.

(c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- ~~2~~<sup>1</sup> unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  1. Producer, BBC Budget Programme
  2. James Long: BBC Economics Editor.and to be handed over at end of Speech.

(d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
  1. Dominick Harrod  
BBC Economics Correspondent
  2. Producer, PM Budget SpecialNB: These envelopes to be handed over at end of Chancellor's speech

(e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page-by-page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech



(f) Channel 4

- (1 unstapled Speech with sidelines and headlines for page-by-page distribution.) *now Reuters*
- 1 envelope enclosing a copy of the speech snapshot, FSBR, Command Papers and all press notices addressed to: Miss Sarah Hogg, Economics Editor.

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\* 7 'marked-up' copies of Speech (unstapled) are to be provided by Mr Lawrence to Mrs L Willis by 2.30 p.m. (Mr Lawrence will also supply 2 copies to MH for P.A. and Reuters)

NL/KB/MH

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- (47) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 122 copies of FSBR from Central Unit, 121 copies of Command papers and 8 Briefs (From EB - first 3 to JK, JR and MOM)

KB/NL/MV/  
BC

- (48) Issue 122 copies of FSBR, 121 copies of Command papers, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to JK, MOM and JR)

KB/LW

- (49) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

RC/MH

50 copies of Speech and 60 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 60 copies of FSBR, Command Papers, snapshot and Press Notices to MH (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 62)

- (50) Start collation of full text of Speech with index and checklist

Clerks  
and  
Typists

- (51) Before 12.00: Copy of speech to AJS who will let Speaker's Private Secretary know roughly how long Speech will last.

AJS

- (52) By 12.30 p.m.: Make up and despatch SECRET envelopes containing



1 copy each of Speech, FSBR, Resolutions, Command Papers to:-

LW

Prime Minister  
Chief Secretary  
Financial Secretary  
Economic Secretary  
Ministers of State  
Officials, etc. (See Annex for list)

RC to  
provide ext.  
messenger

Speaker (via Mr Salveson)  
1 Set of above + Treasury PN to Mr Corcoran (for Northern Ireland Office)  
Plus any other Ministers or officials to whom the issue of advance  
copies may be authorised by JK (N.B. This would mean a commensurate  
increase in the number of copies needed)

(53) At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and  
FSBR, + other Command Papers to be given to messengers from:-

- Customs & Excise (6 copies of each) - including 1 to Isle of Man
- Inland Revenue (6 copies of each)
- Bank of England (6 copies of each plus 6 copies of press notices)

(KB to arrange that these messengers come to the Chancellor's messenger  
s' lobby)

KB

(54) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers  
and Press Notices to be issued to MH for allocation to members of  
IDT  
(Copies of Brief will be send direct to MH by EB and monitoring teams.)

NL/BC

(55) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers  
and Press Notices to be given to JK, MOM and JR, and of speech  
only to DY

LW

(56) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes  
addressed to:

LW

Leader of the House of Commons  
(Mr Biffen)

Leader of the House of Lords  
(Lady Young)

Leader of the Opposition (Mr Foot)  
Shadow Chancellor (Mr Shore)  
Chancellor's PPS (Mr Renton)  
Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command Papers)  
Sir William Clark (Chairman of Conservative Finance Committee)  
Mr Joel Barnett, Chairman PAC  
Mr Edward Du Cann, Chairman TCSC  
Mr A Goodlad (Treasury Whip)

to be given to DY to take to Mr Renton's room, House of Commons  
(to be given out after Speech) (JR to collect after Chancellor has  
sat down).

(57) Make up Budget Box using Gladstone Box for Chancellor with speaking  
copy of Speech, and copies of FSBR, Resolutions, Snapshot, Command  
Papers and Press Notices.

JK



Budget Day: After lunch

- (58) Envelope copies of Speeches for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 56) Chancellor's Office
- (59) DY takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See item 46(a)) DY
- (60) Arrange with Lord President's Office collection of 120 copies of the Snapshot KB
- (61) AJS arranges for copy of Speech to be taken to Speaker's Office JR to arrange for copy to reach official reporters. (See Item 52) AJS/JR
- (62) After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 49 to Mr Renton's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences. RC
- (63) After Speech has started allow access to Committee Section to representatives of IDT who will pack:
- 315 copies of Speech (supplied by CRU)
  - 310 copies of FSBR and 280 of other Command Papers.
  - 280 copies of other Depts'. Budget Press Notices
  - 405 copies of Snapshot
  - 650 copies of Tsy Press Notices (220 copies for Treasury Mailing list)
- in envelopes for Press and other callers to collect RC
- (64) Ensure all officials covering the Official Box have copies of the brief. DY/BC
- (65) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
- (a) In the Press Gallery, Mr Hall will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by Mr Lawrence). Mr Hall will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
- (b) In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA Newsroom and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (66) During Speech: Note changes from typed version. JR

At end of Speech

- (67) Give 7 sets of Speech, etc. to Mr Renton from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 56) JR





- .) Despatch by hand copies of Speech to other members of Cabinet (see Item 58) KB
- (69) On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 49 and 62) DY
- (70) Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 15 to EF2 Division. MV/JG
- (71) Send copies as follows:- MV

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr J Anson British Embassy Washington	1	3	3	3
Mr R Butt UKREP Brussels	1	3	4	4

Send 1 copy of each of above papers to:  
Director of British Information Services, NY

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag

(Copies obtained from LW: See Item 45)

- (72) Give 8 copies of Speech to TS for the Libraries of the House of Commons and the House of Lords. TS

**CHANCELLOR'S OFFICE**

\* Tim (Party Section) suggested 1 copy of Resolution and 1 copy of FSBR for Table Office, House of Commons.



**BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY**  
**BY CHANCELLOR'S OFFICE**

<u>Item No.</u>	<u>Speech</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>a.m.</u>						
41	2					Mr Collins, EB Room 99/2 (via KB)
<u>12.30 p.m.</u>						
40/52	27	27	27	27	-	
Single copies as indicated to be sent by hand to:						
	PM (No.10)	Sir Douglas Wass		Mr <del>Byatt</del> <i>Cassell</i>		Mr Wilding
	Chief Secretary	Mr Burns		Mr Bailey		Mr Middleton
	Financial Secretary	Mr Littler		Mr Norgrove		Mr Kemp
	Economic Secretary	Sir Anthony Rawlinson		Mr Le Cheminant		Mr Hall
	Minister of State (C)	Angus Fraser		Mr Unwin		Mr Moore
	Minister of State (R)	Sir Lawrence Airey				Mr Ridley
						Mr French
						Mr Mountfield
						Mr Monger
						Mr Harris
		<u>Snapshot</u>				
53	6	6	-	6	-	Customs & Excise
	6	6	-	6	-	Inland Revenue
	6	6	-	6	6	Bank of England
54	18	18	-	18	18	MH (via KB)
52	1	1	1	1	1	Mr Corcoran (for N.I.O.)
55	1	1	1	1	1	JK
	1	1	1	1	1	MOM
	1	1	1	1	1	JR
	1	-	-	-	-	DY
<u>After</u> 57	Speaking copy	1	1	1	1	Chancellor (with Brief)
<u>Lunch</u> 52	1	-	-	-	-	Speaker's Office (via AJS)
	1	-	-	-	-	JR (for official reporters).



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot (with checklist incorporated)</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command</u>	<u>Press Notices</u>
<u>During speech</u>						
46/65	30*	30 <sup>o</sup>	-	-	-	- Press Gallery (via DY)
	16*+	-	-	-	-	- ITN
	2*	2 <sup>o</sup>	-	2 <sup>o</sup>	2 <sup>o</sup>	2 <sup>o</sup> Personal copies
	(1) 12*+	-	-	-	-	- BBC
	2*	2 <sup>o</sup>	-	2 <sup>o</sup>	2 <sup>o</sup>	2 <sup>o</sup> Personal copies
	11*+	-	-	-	-	- BBC Radio
	2*	2 <sup>o</sup>	-	2 <sup>o</sup>	2 <sup>o</sup>	2 <sup>o</sup> Personal copies
	5*+	-	-	-	-	- IRN
	1*	1 <sup>o</sup>	-	1 <sup>o</sup>	1 <sup>o</sup>	1 <sup>o</sup> LBC
	1*+	-	-	-	-	- Channel 4 <i>now Reuters</i>
	1*	1 <sup>o</sup>	-	1 <sup>o</sup>	1 <sup>o</sup>	1 <sup>o</sup> Personal copies
	1*+	-	-	-	-	- <i>Financial Times</i>
	+ Includes 1 marked up and unstapled copy					
	* Sectioned					
	<sup>o</sup> With final section/at end of speech					
	* Includes 2 marked up and unstapled copies					
<u>At end of Speech</u>						
15	3	3	-	3	3	3 NEDO
70	3	3	1	3	3	3 CBI
	3	3	-	3	3	3 TUC
	3	3	-	3	3	3 Conservative Research Dept.
	14	14	-	14	14	14 Diplomatic Missions (via JG)
	1	1	-	1	1	1 Mr Limon (via Mr Corcoran)
56	9		-	9	9	Single copies as indicated via DY to:- Mr A Goodlad, Mr Shore, Sir W Clark, Mr Biffen, Mr Renton, Lady Young, Mr Foot, Mr Du Cann, Mr Joel Barnett
						<u>Press Notices</u>
	1	1	-	1	-	1 (Mr Christopher (IRSF))



<u>Item No.</u>	<u>Speech</u>	<u>Snapshot</u>	<u>Resolutions</u>	<u>FSBR</u>	<u>Other Command Papers</u>	<u>Press Notices</u>	
<u>At end of speech (contd.)</u>							
58/68	18	-	-	-	-	-	Cabinet (except PM Mr Pym, CST Lady Young)
71	1	3	3	3	3	3	British Embassy, Washington <sup>b</sup>
	1	3	3	4	4	3	UKREP Brussels <sup>b</sup>
	1	1	1	1	1	1	BIS, NY <sup>b</sup>
	1	1	1	1	1	1	BE, Paris <sup>b</sup>
72	8						Mr Salveson <sup>b</sup> (For House Libraries) <sup>b</sup> (with Brief) 3 Briefs to JK, MOM & JR
<hr/>							
Total of above	222 (plus speaking copy)	114	41	122	121	73	<u>Brief: 8</u>
Despatched in bulk by CRU		120					Lord President's Office
49/62	105	130		60	60	60	60 other Depts. Mr Batchelor in CRU (for IDT)
63	315	405		310	280	650 (Tsy) 280 (Other Depts.)	
<hr/>							
Total copies required	642	769	41	492	461	783 (Tsy) 413 (Other Depts.) Brief: 8	

1150 additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS c/o Committee Section by Departments responsible (see Item 12.)  
Also 1150 Snapshots to AJS for Vote Office and Printed Paper Office.

