

PO-CH/NL/0034
PART A

STARTS 16-9-85



PO -CH /NL/0034



PART A

1985 BUDGET AUTUMN
STATEMENT AIDE MEMOIRE

DD 25 years. 15/9/94 NAgj

/NL/0034

-CH

PO

PART A

Nigel
Lawson.

Am

1988 Budget

Autumn Statement
Aide Memoire

B/f 7/10

Mr Wyn Owen

RESTRICTED

Date: 16 September 1985

CIRCULATION: AS ATTACHED LIST

AUTUMN STATEMENT SECURITY

Each year the papers make increasingly intelligent guesses about the Survey arithmetic.

2. I am particularly concerned to ensure that our internal arrangements are as secure as possible.

... 3. I attach a code of practice on the handling of the GEPl scorecard and related material. EOG (Mr Rees) may organise spot checks to ensure the system is working properly and I would ask you all to help him with his duties.



P E MIDDLETON

Need to know GEP1 Scorecard

Bilaterals and Star Chamber stages.

Chancellor

Principal Private Secretary (Mrs Lomax)

Private Secretary (Mr Kucyzs)

Assistant Private Secretary (Mr Wynn Owen)

Clerks (Mr Sears)

(Mrs Henson)

Chief Secretary

Private Secretary (Mr Broadbent)

Assistant Private Secretary (Mr Pegler)

Clerk (Mr Kosky)

(Mrs Jones)

Personal Secretary (Miss Stanton)

Sir P Middleton

Private Secretary (Mr Murphy)

Personal Secretary (Miss Todd)

Mr Bailey

Senior Personal Secretary (Mrs Verlander)

Mr Anson

Personal Secretary (Mrs Cookney)

Mr Monck

Personal Secretary (Mrs Spragg)

GEP

Mr Turnbull

Personal Secretary (Mrs Brown)

Mr Gray

Personal Secretary (Miss Fray)

Mr M L Williams

Personal Secretary (Mrs Honarfar)

Mr Perfect

Mr P D P Barnes

GEP1 clerk (Miss R McRobbie)

GEP1 division typist (Mrs McKinnon)

CU

Mr Scholar

Personal Secretary (Miss Thompson)

Mr Pratt

CU clerk (Mr Edwards)

CU typist (Mrs Crane)

IDT

Mr Culpin

Personal Secretary

(Mrs Spencer)

PSF/GEP3

Miss Peirson

Personal Secretary (Miss Glover)

Mr Powell

Mrs Ryding

Mr Stock

Miss Adamson

Clerical Officer (Mrs Lal)

EOG

Mr Rees

RESTRICTED

AUTUMN STATEMENT SECURITY: CODE OF PRACTICE

New arrangements are being introduced to formalise the handling of material about the Chief Secretary's overall negotiating position during the bilaterals and the Star Chamber discussions.

Aim

2. The aim is to make our arrangements for handling this material as secure as possible, by ensuring the information is restricted to people with a need to know.

Coverage

3. The arrangements cover copies of the GEP1 scorecard showing the Chief Secretary's overall negotiating position and papers discussing the scorecard and the Chief Secretary's overall tactics. The originators of the material (largely GEP1) are responsible for deciding which papers come into these categories.

ORIGINATORS

Identification

4. All papers covered by the arrangements should be classified **SECRET AND PERSONAL** and include the word **SCORECARD** in the top right hand corner of the first page above the copy number.

5. Originators should include copy numbers on all copies of **SCORECARD** material and keep a note of who those copies are sent to. The note, together with a brief description of the material copied, should be sent to Miss McRobbie (GEP Room 97/3) within 24 hours, so she can complete a log showing who has which copy.

The Press

11. No one should brief the press on matters related to the bilaterals without first referring to Mr Culpin.

FROM: R Pratt
DATE: 20 August 1985

- MR DYER
- MR KUCZYS
- MR PAGE
- MR PERFECT
- MR PICKERING
- MR PORTEOUS
- MISS NOBLE
- MR WYNN-OWEN

- cc Mr Murphy
- Mr Evans
- Mr Culpin
- Miss O'Mara
- Mr Kalen
- Mr Graham
- Mr Rawlings
- Mr Pilcher
- Miss McCambridge
- Miss O'Keefe
- Mr S Kemp

I attach a copy of the Autumn Statement Aide Memoire. I should be very grateful if both action and copy addressees could let me have comments and suggested changes (however trivial).

2. In particular, I should be grateful if those concerned could consider the following:

i) the Aide Memoire suggests that Mr Wynn-Owen writes to other departments to establish which of them are to issue press notices. Is it necessary for this to be done by the Chancellor's Office? Would a trawl of expenditure divisions, organised by GEP suffice (perhaps Mr Wynn-Owen and Mr Perfect could consider)?

No - probably more sensible

ii) Are we going to distribute copies of other departments' press notices to the press? We did not do this last year and received one complaint (from Mr Wilkinson of the FT). The Aide Memoire assumes that we will not be distributing ODPNs. (Perhaps Mr Culpin could confirm.)

Really for BT

iii) I question whether we really need to distribute the oral statement to PA/Reuters on a page by page basis given that it is fairly short. Perhaps Mr Page would consider.

This suggests that we could get away with not distributing ODPNs.

iv) Would Mr Murphy confirm that Sir Peter Middleton would like us to maintain the special arrangements for the Scottish Press that were introduced for this year's Budget.

for BT

list for us

v) I recall that Mr Porteous found difficulty in arranging for a mechanic to be on call, given that we are not able to confirm the Autumn Statement date until fairly late on in the proceedings. Could he consider what arrangements need to be included in the Aide Memoire.

not for us.

vi) At item 38, the Chancellor's Office and CRU are both taking copies of the oral statement. Could Mr Kuczys and Mr Pilcher please consider whether this is necessary. An alternative would be to ask CRU to complete all the copies (perhaps, if necessary giving the first tranche to the Chancellor's Office).

This is no problem for us - it lets us get on with packaging them as soon as they are run off - also reduces pressure on CRU.

not for us.

vii) In item 6, Mr Dyer is invited to write a letter about the distribution of the Autumn Statement. Could he tell me to whom he writes.

not for us.

viii) At item 45 Mr Dyer distributes 5 copies of the oral statement to the Whip's Office. Why? Could he tell me for whom these are intended?

not for us.

ix) Parliamentary Section receives 13 copies of the Autumn Statement. 8 go to the House Libraries. To whom do the other 5 go, and when?

x) At item 47 the PPS is invited to consider what other Ministers (ie non-Treasury) should receive advance copies of the Autumn Statement. It seems rather odd that this item should appear at 1.00 pm on Autumn Statement day. Could Mr Kuczys consider whether, in fact, any additional advance distribution is required and if so perhaps he could suggest a more appropriate time for the PPS to consider who else should receive advance copies.

last year this was considered in the morning of AS day.

Prelim list prev day.

xi) I believe on some occasion in the past, special arrangements have been made for the CBI either to collect (or to receive) their copy of the Autumn Statement material. Could Mr Kalen please advise.

They've collected it from the eng. room.

xii) A number of organisations are invited to send messengers to collect their copies of the Autumn Statement from the front-door of the Treasury immediately after delivery. With the press there as well, something of a scrum develops. Would there be any advantage in, say, separating out two distribution points - one for the press and one for all other likely callers, to attempt to reduce the pressure a little. Perhaps Mr Porteous and Mr Page would consider.

split between the eng. room & front door

xiii) At what time does the Chancellor's Office deliver the AS package to senior Treasury officials (and should not the Private Secretaries receive theirs before 2.00 pm)? Could Mr Kuczys advise.

last year delivered as MPs was being read out.

Takes all p.m. Yes 1.50 pm

xiv) Would it not help to send the AS package for Sir L Airey to Mr Fraser at the same time as the other Revenue and Customs packages (ie of 48)? Mr Kuczys to advise.

yes if that's what they want 170

xv) How many copies do the Chancellor's Office prepare for PFOs, Diplomatic Mission, and other Cabinet Ministers (Annex A) - Mr Kuczys to advise.

24 16

xvi) Do we really deliver the AS Brief to Opposition Spokesmen (50) - Miss O'Mara to advise.

yes de O'Perch's etc.

3. Could I ask for comments and suggestions please by close on Friday 30 August. In particular, could IDT, Chancellor's Office and Parliamentary Section review the numbers of each item of Autumn Statement, they require and let me know the result. I will then revise the Aide Memoire and recirculate it.

Richard Pratt

RICHARD PRATT

KEY TO DRAFT AIDE MEMOIRE

(a)	INDIVIDUALS	
AK	Tony Kuczys	CH/EX's Office
BD	Brian Dyer	Parliamentary Section
BP	Brian Porteous	EOG
DM	Debbie McCambridge	CH/EX's Office
GJ	Graham Johnson	IDT
IS	Ian Sears	CH/EX's Office
JP	John Page	IDT
LW	Lesley Willis	CH/EX's Office
MH	Meena Henson	CH/EX's Office
MP	Mark Perfect	GEP
NK	Nick Kaufman	CU
PWO	Philip Wynn-Owen	CH/EX's Office
RC	Robert Culpin	IDT
RL	Rachel Lomax	CH/EX's Office
RP	Ron Pilcher	EOG
SK	Simon Kemp	EB
SO'K	Siobhan O'Keefe	CH/EX's Office

(b) DIVISIONS ETC

CRU	Central Reproduction Unit
CU	Central Unit
EA	Domestic Economy Forecasting and Analysis Division
GE	General Expenditure
IDCS	Information Division Clerical Section
CS	Committee Section
WPU	Word Processing Unit

1985 AUTUMN STATEMENT: AIDE MEMOIRE

PRELIMINARY

Preparation in weeks before the Announcement

- | | | |
|-----|---|-------------|
| (1) | Confirm announcement day. | CU |
| (2) | IDT to issue operational notes to the press and media announcing publication day of AS (Autumn Statement) | JP/GJ |
| (3) | Arrange for sufficient 1075 machines, stocks of paper <u>and a mechanic on call</u> to be available at short notice 3 working days before AS. | SO/RP |
| (4) | Submit coordinated publicity arrangements to Chancellor | RC |
| (5) | Consider arrangements for providing Press Gallery, P.A. Newsroom and Reuters with Statement page by page. | JP/SO'K |
| (6) | Send off letters establishing arrangements for release of AS to MPs at end of speech. (Drafts provided by BD.) | BD |
| (7) | Consider what Treasury Press Notices will be necessary | NK/MP/EA/JP |

Wednesday

- | | | |
|-----|--|--------------------|
| (8) | CU in consultation with GE and IDT circulate note commissioning press notices from Treasury. [CU to advise PWO on which departments to write to about press notices]. PWO writes to Private Offices in other Departments asking whether they intend to issue any press notices on AS Day and asking for 90 copies to be sent to the Treasury by noon on Autumn Statement day (40). ⁵¹⁶ Confirm that GAD will send 140 copies of the GAD Report to the Chancellor's Office by noon on AS day. Confirm all numbers with RP. | CU/PWO/RC
GE/RP |
|-----|--|--------------------|

Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:

Treasury PNs

2095 (IDT-825, CH/EC Off-170), Vote Office-1000, Printed Paper Office 100)

Other Government Departments PNs

Chancellor's Office
IDT
Vote Office
Printed Paper Office etc
Total

GAD Report

Chancellor's Office
IDT

Vote Office
Printed Paper Office etc.

Total

Thursday

- (9) Treasury Press Notice(s) submitted to Chancellor for approval (if not already done). NK/MP/?
- (10) CU receive page proofs of AS from printer by lunchtime & distribute to editors NK

After the House Business Statement announcing the date of the AS

- (11) Check with FCO despatch arrangements for overseas copies of material (item 55) SO'K
- (12) Confirm with the following organisations direct that their messengers can collect copies of AS material on Autumn Statement day as follows: MH
- (a) At 2pm: Customs & Excise
Inland Revenue
Bank of England
- (b) After the OS: NEDO
CBI
TUC
Conservative Research Department
Nationalised Industries Chairman's Group
- (13) Chancellor's Office ask EF2 (John Graham) to write to various High Commissions to confirm that copies of AS material will be available for them to collect on Autumn Statement day after OS completed MH
- (14) IDT issue operational notes to the press and media announcing AS publication day and IDT finalise arrangements to provide Press Galley, PA, Newsroom and Reuters with OS [page by page] JP
- (15) Confirm that sufficient 1075 photocopying machines, stocks of paper and a mechanic on call to be available from Friday until AS day SO'K/RP
- (16) Chancellor's Office arrange preparation of addressed envelopes/labels for those on Annex A LW
- (17) Draft of AS text submitted to Chancellor CU

Friday

- (18) Chancellor confirms which Radio/TV interviews he and other Treasury Ministers will undertake RL/RC
- (19) Divisions return final revise of AS briefing to EB SK
- (20) Treasury Press Notice(s) sent to CRU for photocopying by 2pm at the latest (2095 copies needed) NK/MP/?
- (21) (i) Chancellor return draft of OS to CU (am) RL

- | | | |
|-------|--|----|
| (ii) | CU submit final draft of OS to Chancellor (pm) | CU |
| (iii) | Chancellor's Office send copy to PM, if necessary | RL |
| (iv) | CU tell IDT likely length of oral statement | NK |
| (22) | Inform IDT of the number of HMT and other departments press notices | NK |
| (23) | Chancellor's Office write to House to confirm arrangements for release of the AS to MPs at the end of the OS | BD |
| (24) | Chancellor's Office send CU any comments on AS text <u>by 10am at the latest</u> | RL |
| (25) | Divisions return corrected page proofs to CU by 1.00pm. Central Unit return corrected page proofs of AS to printer by 2.00pm | NK |

"SITTING DAY" before Autumn Statement Day

- | | | |
|------|---|----|
| (25) | Table "Notion of Motion for an Unopposed Return" for printing order | BD |
|------|---|----|

Saturday

- | | | |
|------|--|----|
| (27) | At 10am CU take delivery of book proofs of AS from printers and distribute to GE/EA/ET/ST3 | NK |
| (28) | At <u>2pm at the latest</u> , book proofs returned to printers | NK |
| (29) | As briefing edited by EB and GEP | SK |
| (30) | Final revisions made by Central Unit to OS (if any) & resubmission to Chancellor | NK |

Day before Autumn Statement

- | | | |
|------|--|--------|
| (31) | At 8am CU (and others as necessary) go to printers for final proof read of printed statement | NK |
| (32) | EB arrange retyping of AS brief | SK/WPU |

AUTUMN STATEMENT DAY

8am

- | | | |
|------|--|----|
| (33) | EB deliver AS brief to CRU | SK |
| | CRU take 108 copies (takes 1 hour) and deliver to EB | RP |
| (34) | EB distribute copies of brief to No 10, Treasury Ministers, PCC & a limited number of other Treasury officials | SK |

10am

- | | | |
|------|---|----|
| (35) | CRU deliver 170 copies of HMT Press Notice to Chancellor's Office, 825 to Committee Section & 1100 to Parliamentary Section | RP |
|------|---|----|

- (36) Chancellor's Office confirm length of OS with IDT to guide Radio/TV, and with BD RL
- (37) HMSO deliver (by 10am) 705 copies of Printed AS as follows:
- | | |
|--|---------|
| 70 copies to Library | Library |
| 170 copies to Chancellor's Office | SO'K |
| 465 copies to Ron Pilcher | RP |
| 13 copies to BD (for laying and the House Libraries) | BD |
| 20 copies to CU | NK |
- (38) Master copy of OS to CRU and Chancellor's Office by 10am NK/PWO
 CRU take 500 copies (takes about 1 hour) and deliver to Cttee Section RP
 [Chancellor's Office take 170 copies] SO'K

11am

- (39) BD delivers (under embargo) 1000 copies of HMT PN to Vote Office, House of Commons and 100 copies to Printed Paper Office, House of Lords BD

12 noon

- (40) 90 copies of other departments' Press Notices and 140 copies of GAD report to Chancellor Office SO'K
 Chancellor's Office send 20 copies to IDT of ODPN's & GAD report
- (41) Chancellor's Office give BD 13 copies of OS (he will deliver 8 to House Libraries - see item 58 and 5 to the Government Whip's Office, see Item 45) BD
- (42) Chancellor's Office make up SECRET envelopes for distribution as at Annex A, and enclose 1 copy each of AS, OS, HMT press notice, GAD report and other departments' Press Notices (the AS package) LW
- (43) IDT go to Committee Section to package documents as follows: GJ
- | | |
|----------------------------------|--------------------|
| For Press to collect: | 200 OS, AS, HMT PN |
| For Press Gallery & Lobby: | 130 OS, AS, HMT PN |
| For Departmental Press Officers: | 40 OS, AS, HMT PN |

and collect remaining copies of these documents which they require (Annex B)

By 12.30pm

- (44) Chancellor's Office despatch copies of the AS package to PM and Treasury Ministers (5 copies) LW
- (45) BD collects 1 copy of AS package from Chancellor's Office and sends to Speaker; and also sends 5 copies of the OS to the Government Whip's Office (and advices latter of release time) BD

By 1pm

- (46) IDT collect 18 copies of the AS package from Chancellor's Office GJ

[(47) RL to consider which, if any, other Ministers or officials should receive advance copies of the AS package

RL]

2pm

(48) Messengers from following departments come to Chancellor's messengers' lobby and receive the following:

SO'K

Customs - 2 copies of AS package

Inland Revenue - 2 copies of the AS package

Bank of England - 6 copies of the AS package

(49) 1 copy of AS package given to RL, AK & PWO

LW

(50) 1 copy of AS package and AS brief for each of following taken to PPS Chancellor's room at House by DM. (NB RL to advise on exact time for this)

DM/RL

Chancellor of the Duchy of Lancaster

Leader of the House of Commons: Mr Biffen

Leader of the House of Lords: Viscount Whitelaw

Leader of the Opposition (Mr Kinnock)

Shadow Chancellor (Mr R Hattersley)

Leader of the Liberals (Mr Steel)

Leader of SDP (Mr Owen)

Leader of Official Unionists (Mr Molyneux MP)

Chancellor's PSS (Mr Lilley)

Sir William Clark (Chairman of Conservative Finance Committee)

Mr Sheldon, Chairman PAC

Mr T Higgins, Chairman TCSC

Mr J Major (Treasury Whip)

Vice Chamberlain of the Household (Hon Robert Boscawen MP)

(51) PWO to arrange for copy of OS to reach Official Reports

PWO

(52) EB ensure all officials in Official Box have copies of AS brief

SK

OS started

(53) IDT take copies of documents packaged as at (43) to Lobby for distribution
IDT implement [page by page] release to PA/Reuters

GJ

(54) Note changes in delivered OS from typed version & inform IDT if it is significant

PWO

After OS

(55) Release AS package to departmental press officers and to press callers at Main Door

GJ

(56) Release AS package as follows:

MH

- (i) To Enquiry Room for messengers from NEDO, CBI, TUC and Conservative Research Department & NICG to collect (each require 3 copies of the AS package)

- (ii) To EF2 for collection by messengers from the High Commissions (2 copies)
 - (iii) To NK for despatch to Clerk of TCSC (1 copy)
 - (iv) To T. Lankester at Washington (3 copies), D Bostock at UKREP/^{Brussels}(4 copies), ~~Brussels~~ and Director of British Information Services, New York, via FCO (1 copy)
 - (v) To M C S Weston, British Embassy, Paris, by 6pm bag (1 copy)
- (57) Despatch (by hand) copies of AS package to all at Annex A who have not already received them
- (58) BD to take over 8 copies of OS, 8 copies of the AS and 8 copies of HMT Press Notices for the House Libraries
- (59) Distribute AS brief to remaining recipients

SO'K

BD

SK

Distribution list serviced by Chancellor's Office

Prime Minister	The Speaker
Chancellor	Chancellor of the Duchy of Lancaster
Chief Secretary	Leader of the House of Commons
Financial Secretary	Leader of the Lords
Economic Secretary	Leader of the Opposition
Minister of State	Mr Steel
Sir Peter Middleton	Mr Owen
Sir Terence Burns	Mr Molyneux
Sir Geoffrey Littler	Shadow Chancellor
Mr F E R Butler	Chancellor's PPS
Mr Bailey	Sir William Clark (Chairman of Conservative Finance Committee)
Mr Wilson	Mr Sheldon (Chairman PAC)
Mr Anson	Mr Higgins (Chairman TCSC)
Mr Cassell	Mr J Major (Treasury Whip)
Mr Kemp	Mr McKay (Clerk (TCSC))
Mr Monck	Vice Chairman of the Household (Hon Robert Boscawen MP)
Mr Lavelle	
Mr Byatt	
Mr Scholar	
Mr Moore	
Mr H P Evans	
Mr Peretz	
Mr Monger	
Mr Odling-Smee	
Mr Turnbull	
Mr Watson	
Mr Culpin	
Miss O'Mara (3 copies)	
Mr P Gray	
Mr M Williams	
Mr R Wilson	
Mr Pratt	
Ms Holman	
Mr Kaufman	
Mr Cropper	
Mr Lord	
Mr H Davies	
Mrs Lomax	
Mr Kuczys	
Mr Wynn-Owen	

The remaining will not receive copies from Treasury of other departments' Press Notices or the GAD report:

- Mr Fraser (C&E)
- Sir L Airey (IR)
- Customs (2 copies)
- Revenue (2 copies)
- Bank of England (6 copies)
- NEDO (3 copies)
- CBI (3 copies)
- TUC (3 copies)
- NICG (3 copies)
- Conservative Research Department (3 copies)
- Diplomatic Missions
- British Embassy Washington (3 copies)
- UKREP Brussels (4 copies)
- BIS New York
- British Embassy, Paris
- Principal Finance Officers
- Other Cabinet Ministers

ANNEX B

IDT requirements for AS material

	Autumn Statement	Oral Statement	HMT PN's	Other Departments' PN
Press Gallery	100	100	100	
Lobby	30	30	30	
Press	200	200	200	
Non-Press	-	-	50	
Departmental Press Offices	40	40	40	
Specialist Briefing	40	40	40	40
Treasury Mailing List	-	-	275	
IDT	20	20	20	20
FFJG	20	20	20	
Spares	15	50	50	20
Total	465	500	825	80

Complete distribution list of AS material

<u>Document</u>	Distributed by Chancellor's Office as at Annex A	Distributed by IDT as at Annex B	Distributed by House of Parliament
AS	170	465	2100 (by HMSO)
OS	170	500	-
Treasury PNs	170	825	1100 (by BD)
Other Departments' PNs	140	-	1100 (by departments)
AS Brief	108 copies distributed by EB		

In addition, 70 copies of AS document delivered to Treasury Library.

FROM: B O DYER
DATE: 21 August 1985

MR PRATT - CU

cc Mr Kuczys ←
Mr Page
Mr Perfect
Mr Pickering
Mr Porteous
Miss Noble
Mr Wynn Owen

AUTUMN STATEMENT: AIDE-MEMOIRE

Your round-robin of yesterday's date sought comments from copy recipients on your first draft of the aide-memoire.

2. Dealing with those items addressed specifically to me, I offer the following:-

Item 6: formal letters setting out the arrangements for release of the Statement to MPs are sent by me to the Deliverer of the Vote, to the House of Commons and House of Lords Librarian and, if the Statement is to be repeated in the Lords, to the Clerk of Printed Papers;

Item 25: for "Notion" substitute "Notice";

Item 36: at end add "to enable him to inform the Speaker."

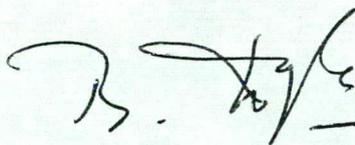
Item 37: after "13 copies to BD" insert "(4 for formal presentation to the Commons and Lords, 8 for the House Libraries, 1 retained for record purposes)";

Item 45: after "5 copies of the OS to the Government Whip's Office" add "for the Opposition Parties (*and advises on release time, to coincide with release of 50*)";

after Item 54: insert "54a Parliamentary Section formally lays two copies of the AS on the Table of each House (see Item 37) BD".

2. At this stage, I have but two other comments. You question whether (in the context of Item 8) it is necessary for the Chancellor's Office to write to other departments to establish which of them are to issue Press notices. Past experience suggests that this is the most prudent and secure approach. To rely on a trawl of expenditure divisions for this information would be less secure.

3. Should not the aide-memoire include some reference to consideration being given ^{repeating} to the Statement in the House of Lords (assuming it is sitting); and if so, allocate ^{responsibility} for informing the Government Chief Whip in the House of Lords so that he can consult the Opposition?



B O DYER

RESTRICTED

FROM: C R PICKERING
DATE: 21 August 1985

MR PRATT

cc Mr Murphy
Mr Evans
Mr Culpin
Miss O'Mara
Mr Dyer
Mr Kuczys
Mr Page
Mr Kalen
Mr Graham
Mr Perfect
Mr Porteous
Miss Noble
Mr Rawlings
Mr Pilcher
Mr Wynn-Owen
Miss McCambridge
Miss O'Keefe
Mr S Kemp
Mr H J Davies
B/09

AUTUMN STATEMENT AIDE MEMOIRE

You asked for comments on the draft attached to your minute of 20 August. The following have been agreed with Miss O'Mara.

Wednesday

- (i) Add EB to recipients of other Government Departments' PNs.
- (ii) Add new point (9) 'EB submit first draft AS brief to Chancellor' Miss O'Mara (MO'M) in lead (MO'M to be added to Key)

Thursday

- (i) Add new point after (10), 'Chancellor returns comments on first draft AS brief' RL in lead?
- (ii) Not really an EB point, but we wondered why the NICG were favoured with the AS material.

Friday

- (i) Add to (19) ',taking account of Chancellor's comments'.
- (ii) Still on (19), substitute MO'M for SK.

Saturday onwards

General - we found the rest of the timetable a little confusing because of the uncertainty about the day the AS will be made. Can we not follow GEP's provisional assumption, in their own aide memoire, that the AS will be made on a Tuesday? The rest of these comments assume that we do.

Saturday

- (i) Add to (29) '(and Sunday if necessary)'.

(ii) Substitute MO'M for SK in (29).

(iii) Move (32) to Saturday and add '(and Sunday if necessary)'.
Monday (ie day before Autumn Statement)

Monday (ie day before Autumn Statement)

(i) Add new point 'EB deliver AS brief to PM and Chancellor.' MO'M in lead. (But see below)

(ii) Would it be possible to run off all the copies of the AS brief the night before the AS? Mr Porteous might like to comment on the implications for CRU. If this is possible, the above point could be amended to read 'EB deliver AS briefs to No 10 and Chancellor's office.'

AUTUMN STATEMENT DAY

8 am

(i) We would like 115 copies of the AS brief run off.

(ii) If it is possible to run copies off the day before, (34) should be amended to read 'EB distribute copies of brief to other Treasury Ministers.....'.

2 pm

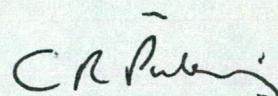
(iii) The list at (50), as you suspected, should be split. The Chancellor of the Duchy, the Leaders of the two Houses and Mr Lilley should receive the brief as well as the package, the others the package only.

After OS

(iv) Would it be possible for the recipients at (56) (iv) and (v) to be sent the AS brief at the same time? If so, add 'SK to give copies of AS brief to MH.'

Other

As you may know, the special advisers provide a brief for back-benchers on the AS. It would be helpful if you copied the final version of the aide memoire to them, so they can consider the timetable of its production in relation to the timetable of the AS. In particular, it would be helpful if the first draft could be produced in time for it to be shown to EB well before it is due to be issued, so we can comment if necessary.



C R PICKERING

FROM: G S JOHNSON
DATE: 22 AUGUST 1985

MR R PRATT

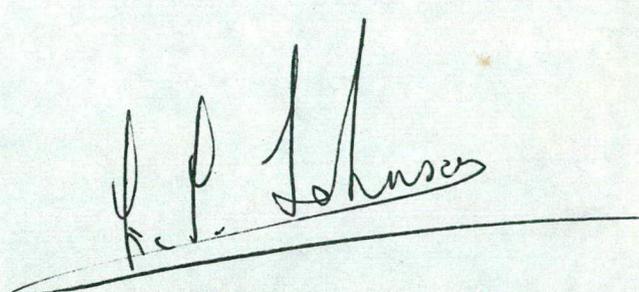
cc Mr Murphy
Mr Evans
Mr Culpin
Miss O Mara
Mr Dyer
Mr Luczys ✓ 12/2
Mr Page
Mr Kalen
Mr Graham
Mr Perfect
Mr Poretous
Miss Noble
Mr Rawlings
Mr Pilcher
Mr Wynn Owen
Miss McCambridge
Miss O'Keefe
Mr S Kemp
Mr H J Davies

AUTUMN STATEMENT: AIDE-MEMOIRE

Mr Page passed me his copy of your minute of 20 August so I may comment on paragraph 2, xii.

Although we make available packets of Autumn Statement documents to the press from the front door of the Treasury we do not provide this service to commercial organisations.

As you will see from your Annex B, all that is available to commercial organisations (ie non-press) are HMT press notices, so there is very little chance of masses of people hanging around the front door.


G S JOHNSON



FROM: B O Dyer

DATE: 22 August 1985

MR PRATT - CU

cc Mr Kuezy's ←
Miss O'Mara
Mr Pickering

AUTUMN STATEMENT

Your minute of 21 August asked Craig Pickering and I to reconsider the number of copies of AS material that will be required if the Statement is repeated in the Lords.

2. On my side of the house, it would necessitate a further 50 copies of the PNs for the Printed Paper Office (making 150 in total for that office), *and* an additional 5 copies of the DS for the Government Chief Whip's Office in the Lords (the same as that for the Commons). This meets their standard requirement. But I will check these figures with respective offices when a knowledgeable Clerk is available.

3. Perhaps I can also take this opportunity to feed in a couple of further thoughts on the aide-memoire. First, do we need to add in at Item 58(iii) an AS package *for* the Clerk to the PAC? Secondly, do we need to adopt the 'Budget Day' practice of getting Government backbenchers to table 'Ten Minute ~~R~~ule Bill Motions', and then withdraw them, to enable the AS to start promptly at 3.30pm?

A handwritten signature in black ink, appearing to be 'B O Dyer'.

B O DYER
Parliamentary Clerk

FROM: R M PERFECT
DATE: 22 August 1985

MR PRATT

1212.
cc *Mr Kuczys
Mr Page
Mr Dyer
Mr Pickering
Mr Wynn Owen

AUTUMN STATEMENT AIDE MEMOIRE

I had one or two comments on your draft aide memoire of 20 August.

2. The draft suggested a Treasury Press Notice could be needed. In the past the Autumn Statement has been little more than four press notices bound together - I do not think we have produced a separate notice to introduce it. You may need to consider whether to change that practice this year but I doubt whether the public expenditure chapter will be weighty enough to merit it and am happy to leave CU with the lead unless we agree otherwise. (your item 20).

3. As for other departments press notices (your i), I have discussed with Mr Wynn-Owen who is willing to write to other private secretaries encouraging departments to produce Press Notices and asking PFOs to let GEPl know whether they will do so. I have agreed to draft a suitable letter.

4. If we do encourage other departments to issue a Press Notice I think we ought to let department who oblige (and possibly others) have a copy of the document as soon as we can (none of them see the complete public expenditure chapter in draft). GEPl could do this unless Chancellors Office wish to do so. GEPl (or Chancellors Office) would need 30 copies for a complete circulation.

R. M. Perfect.

R M PERFECT

RESTRICTED

MR PRATT

FROM: R A W REX

DATE: 29 August 1985

Mr Kuczys
 cc Miss Noble
 Mr Page
 Mr Perfect
 Mr Pickering
 Mr Wynn Owen ✓

AUTUMN STATEMENT AIDE MEMOIRE

Your minute of 20 August asked for comments on the draft Aide Memoire.

2. Wednesday (8)

DHSS, not GAD, handle printing and distribution of the GAD report. After some confusion with their printing and distribution last year, DHSS are proposing to write round departments in the first week of October asking how many copies of the GAD report, the statutory instruments and the DHSS press notices are required, and where and when they should be delivered. They are going to write to ST1 for the order - unless you would rather it were handled from CU or from the Chancellor's Office. There might be a risk, though, of Mr Wynn-Owen's circular to the Private Offices doubling the order.

3. Do we need 140 copies of the GAD report? I can account for 58 at Annex A, and 20 at item (40). I may have missed some, but would not 90 be enough as for the ODPNs?

4. At item (27), you should refer to ST1, not ST3.

5. At item (42), the AS Package is said to include the GAD report and ODPNs. At item (48), C&E, IR and B of E are down for 10 copies (in all) of the AS Package. But

at Annex A, it says that the C&E, IR, and B of E do not receive the GAD report or ODPNs in their package.

6. At Annex A, I do not think Mr R Wilson or Ms Holman still work here - at least, they are not in the telephone directory.

RAW REX

R A W REX



A/
P
Could you
provide our response
to Richard Pratt's
note of 20/8?

(You're probably in
a better position to
do so than me,
having lived through
one Autumn Statement).

Margaret spoke to me
about this, & I have
jotted some thoughts
in the margin.

You may want to ~~talk~~
talk to her again.

Thanks T.

FROM: B J PORTEOUS
DATE: 30 August 1985

MR R PRATT

cc: Mr Dyer
Mr Kuczys
Mr Page
Mr Perfect
Mr Pickering
Miss Noble
Mr Wynn-Owen ←
Mr Murphy
Mr Evans
Mr Culpin
Miss O'Mara
Mr Carlen
Mr Graham
Miss McCambridge
Miss O'Keefe
Mr S Kemp

AUTUMN STATEMENT AIDEMEMOIRE

As requested in your minute of 20 August, I offer my comments on the Autumn Statement Aide Memoire. As has already been said by others it is difficult to offer precise judgements with the date not yet being announced, but I have assumed the actual Autumn Statement Day will be a Tuesday for the purposes of this reply.

2. Ron Pilcher (RP) has now retired and I am awaiting his successor, but for this round, at least, will you please substitute for every reference to Mr Pilcher the name of Rod Rawlings (RR extension 7353).

3. In general I see no reason to doubt that Office Services will provide the necessary Typing, Reprographic, Committee, Stationery, Security and Messengerial support and I have already warned the staff that overtime will need to be worked over one weekend in November. But having said this, I must warn you that, due to maternity leave, the WPU will be one operator short, so any leeway you can build into the programme will be to everyone's advantage. In particular, I refer to the Brief and to any requirements of the Special Advisers that normally appear late on the scene. I was therefore very pleased to receive Clive Pickering's suggestion that the Brief be with us on the Monday evening. This does not necessarily mean that we will be able to run off the necessary copies of the Brief that evening, but its early receipt will enable us to better

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plan our resource time then and early morning on the Autumn Statement Day with our not yet knowing the length and number of copies needed of either. In particular, I need to know the number of copies of the Brief I am required to produce. Paragraph 33 of the Aid Memoire says that the CRU will take 108 copies and deliver to EB whilst Clive Pickering asked for 115 copies. Is 223 the total number required?

4. You will also wish to know that if the day for the Statement is fixed for 12 November, weekend working will clash with Rememberance Sunday, which means restricted access to the Whitehall area and the almost certain closure of the main entrance and Westminster Underground Station. We will possibly have to use the Parkside entrance to the building. If 12 November is the appointed day, I will need to come back to you when we have discussed the matter with the Metropolitan Police.

5. Paragraph 2(ii) of your minute refers to the distribution of other departments' Press Notices to the Press. Mr Culpin will advise. My concern is that if we are required to carry out the collating of these Notices, we will need to have them all at once or in sequence.

6. Paragraph 2(iv) refers to the special arrangements for the Scottish Press introduced for this year's Budget. As you know, this caused considerable difficulties last time, both on timing and on making the necessary arrangements with British Airways to allow the courier to board the plane with the packages. If we are to do the same with the Statement we must ensure that he leaves in good time and reference will need to be made in the Aide Memoire. Mr Rees is now the courier.

7. Paragraph 2 (v) refers to the attendance of the mechanic. I do not think we can improve on last year's arrangements unless more time is given us. But the work load is likely to be less than that for the Budget which should mean a correspondingly reduced chance of the machines breaking down. I suspect Rank Xerox will only be able to provide a mechanic "on call" but I will, however, ask the MPO if we can have the use of one of their machines as a back up for our own services.

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8. Paragraph 2(vi) refers to the Chancellor's Office and CRU both taking copies of the Statement. If we had the Statement in sufficient time, I have no doubt that the CRU could cope, but past experience shows that in order for the Chancellor's Office to prepare the 170 packages required almost simultaneously as we are preparing the remainder, duplicate running is necessary. Philip Wynn-Owen and Rod Rawlings are discussing this further and I will advise you if there is any change in the present position.

9. Paragraph 2(xii) asks if we could have 2 distribution points for the collection of copies of the Autumn Statement. We have spoken to John Page and hope to arrange an early meeting to discuss the distribution arrangements and I will come back to you on this.

10. Regarding the present Aide Memoire itself, the areas that affect me are covered in the following:-

3 confirmed;

8 The numbers as at Annex B and C seem right from my knowledge, but we will need to know the number of copies, and the distribution arrangements for the Brief and also those for any papers being prepared by Special Advisers. I assume that there will be no Office Service involvement in either printing or distribution of the GAQ Report.

15 Confirmed.

20. No difficulty envisaged.

21(iv) Office Services need to know this for planning purposes.

32. This is covered by my earlier comments.

33 Assuming the Brief is with us in sufficient time for retyping the day before.

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35 No problems envisaged.

37 No problems envisaged.

38 Covered earlier.

39 Will we need to escort?

41 Will we need to escort?

43 Will we need to escort?

44 We ought to include here reference to the courier for Scotland if one is required. I have not the times of the flights, but I would think the courier ought to have all the documents by 12.30 at the latest so as to ensure he gets on the flight in time to be in Scotland to issue the papers.

45 Will this be by Office Service Messenger and/or Security Guard, or by his own staff? If the latter, will it be necessary for a Security Guard to act as escort?

48 What Security cover is required?

53 What Security cover is required?

55 Covered by my earlier comments.

56 Covered by my earlier comments.

57 Will Office Service Messenger and/or Security Guard be required?

11. I have already commented on some aspects of Clive Pickering's minute dated 21 August and my views on the areas affecting Office Services in his minute are as follows:-

Saturday

(i) I agree.

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* I will get Mr. Rees to check the timing⁴ of the Scottish run and will let you know.

(iii) I agree.

Monday

(ii) I agree.

Autumn Statement Day

(i) Depends on the numbers.

(ii) I agree.

Other

This is essential.

12. I have no comments on Graham Johnson's minute.

13. I am sorry if I have asked questions where the answers are obvious, but with a change of staff and no continuity I am concerned that Office Services do not "let the side down" through a lack of knowledge for what they are required to do, so I hope that you and the recipients of this minute will bear with me.



B J PORTEOUS

Phil of R

Spoke with Richard who has agreed to changes marked on 3/9 draft.



R.

Sorry to leave you this.

1 - 26/9

Richard Pratt's most recent draft aide memoire is immediately below.

I've flagged the two most relevant pp, on which David scribbled some comments before he left. I was relatively new and recall very little other than:-

- it all seemed to happen like clockwork, but was done much more elsewhere in the building than the Budget. This office seemed hardly involved;
- the major hitch was not agreeing times for Hattersley and co to get their copies. Well worth clarifying this, or you will be plagued by calls on the day.

David suspected that Richard Pratt may have stripped out many of the small tasks internal to this office but not of wider interest. If that

→

is the case, we may have to compile our own, internal, Chancellor's office version - though let's hope that can be avoided.

Rno 14/9

FROM: R PRATT
DATE: 3 SEPTEMBER 1985

MR WYNN-OWEN 12-2
MR PAGE
MR PORTEOUS
MR DYER

cc Mr Culpin
Mr Graham
Mr Kalen
Mr Rex

AUTUMN STATEMENT AIDE MEMOIRE

I apologise for burdening you with this once again but I think it is important that all recipients are content with the numbers of the different bits of Autumn Statement material that are allocated to them in the Aide Memoire. There have been some inconsistencies in the Aide Memoire, in the past, and these, I hope, are now eliminated.

2. It might help if I list the main changes:

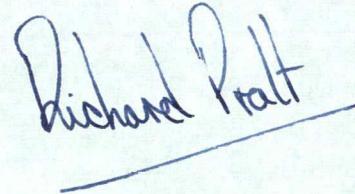
- (i) Although the Aide Memoire loosely refers to an AS package, it is clear that there are in fact two AS packages. The fuller package includes the GAD report and other Government Departments' Press Notices, the smaller package does not. I have made this clear in the Aide Memoire by referring them to as AS package A and AS package B, the latter being the smaller version.
- (b) Given that the Autumn Statement is now to be repeated in the Lords, we need to provide copies of the oral statement for the Opposition in the Lords and we also need to prepare an Autumn Statement package for specific Opposition spokesmen in the Lords.
- (iii) In the light of last year's experience and Mr Culpin's minute, I have reduced the numbers of other Government Departments' Press Notices taken by IDT to 30 - the overall number of both ODPNs and GAD reports that will be needed by the Chancellor's Office are now a 100 in each case.
- (iv) The Aide Memoire appears to give IDT far more copies of all the rest of the AS material than they need. Not only are there up to 50 "spares" of different items, but also IDT were allocated a further 18 copies of AS package A. It seems unnecessary to have quite so many spares and it also seems unnecessary for IDT - who have ample copies of all the individual items of Autumn Statement material - to receive 18 further packages from the Chancellor's Office. I would therefore eliminate the 18 AS package A and scale down the spares.

- (v) IAE require 50 copies of the Autumn Statement for NEDC (although not on the Autumn Statement day). I have therefore added these to the original HMSO delivery to the Library.

These changes all affect the totals.

3. I have also revised Annex B of the Aide Memoire in order to show a full analysis of who gets what material from where. I hope that this makes it easier for recipients to check that all their needs have been properly met.

4. Because of the need to distribute more packages to the Lords, Mr Dyer will find that he has one or two extra duties thrust upon him on Autumn Statement day. Perhaps he could confirm that he is content with this.

A handwritten signature in blue ink that reads "Richard Pratt". The signature is written in a cursive style and is positioned above a horizontal line.

RICHARD PRATT

KEY TO DRAFT AIDE MEMOIRE

(a) INDIVIDUALS

RC	Robert Culpin	IDT
BD	Brian Dyer	Parliamentary Section
MH	Meena Henson	CH/EX's Office
GJ	Graham Johnson	IDT
NK	Nick Kaufman	CU
SK	Simon Kemp	EB
AK	Tony Kuczys	CH/EX's Office
RL	Rachel Lomax	CH/EX's Office
DM	Debbie McCambridge	CH/EX's Office
SO'K	Siobhan O'Keefe	CH/EX's Office
MO'M	Margaret O'Mara	EB
JP	John Page	IDT
MP	Mark Perfect	GEP
BP	Brian Porteous	EOG
RR	Rod Rawlings	EOG
IS	Ian Sears	CH/EX's Office
LW	Lesley Willis	CH/EX's Office
PWO	Philip Wynn-Owen	CH/EX's Office

I DON'T DO ANYTHING
AS FAR AS I CAN
SEE?

(b) DIVISIONS ETC

CRU	Central Reproduction Unit
CU	Central Unit
EA	Domestic Economy Forecasting and Analysis Division
GE	General Expenditure
IDCS	Information Division Clerical Section
CS	Committee Section
WPU	Word Processing Unit

1985 AUTUMN STATEMENT: AIDE MEMOIRE

Preparation in weeks before the Announcement

- | | |
|---|-------------|
| (1) Confirm announcement day. | CU |
| (2) IDT to issue operational notes to the press and media announcing publication day of AS (Autumn Statement) | JP/GJ |
| (3) <u>Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available at short notice 3 working days before AS.</u> | SO/RR |
| (4) Submit coordinated publicity arrangements to Chancellor | RC |
| (5) Consider arrangements for providing Press Gallery, P.A. Newsroom and Reuters with Statement page by page. | JP/SO'K |
| (6) Send off letters to the Deliverer of the Vote, to the Librarians in the Commons and Lords and to the Clerk of Printed Papers, establishing arrangements for release of AS to MPs and Lords at end of Statement. | BD |
| (7) Consider what Treasury Press Notices will be necessary | NK/MP/EA/JP |
| (8) Consider what arrangements are necessary to ensure access to Treasury building on Remembrance Sunday (ie Sunday before AS) if necessary | RR |

Wednesday

- | | |
|---|--------------------|
| (9) CU in consultation with GE and IDT circulate note commissioning press notices from Treasury. PWO writes to Private Offices in other Departments encouraging them to issue their own press notices on AS Day; asking their PFOs to inform GEP1 if they intend to do so; and asking for 100 copies to be sent to the Treasury by noon on Autumn Statement day (44). ST1 to confirm that GAD will send 100 copies of the GAD Report to the Chancellor's Office by noon on AS day. Confirm all numbers with RR. | CU/PWO/RC
GE/RR |
| (10) EB submit final draft AS brief to Chancellor | MO'M |

Thursday

- | | |
|---|---------|
| (11) Treasury Press Notice(s) submitted to Chancellor for approval (if not already done). | NK/MP/? |
| (12) CU receive page proofs of AS from printer by lunchtime & distribute to editors | NK |
| (13) Chancellor returns comments on first draft AS brief | RL |

After the House Business Statement announcing the date of the AS

- | | |
|--|------|
| (14) Check with FCO despatch arrangements for overseas copies of material (item 60) | SO'K |
| (15) Confirm with the following organisations direct that their messengers can collect copies of AS material on Autumn Statement day as follows: | MH |

- (a) At 2pm: Customs & Excise
Inland Revenue
Bank of England
- (b) After the OS: NEDO
CBI
TUC
Conservative Research Department
Nationalised Industries Chairman's Group
- (16) Chancellor's Office ask EF2 (Peter Elwood) to write to Embassies and High Commissions to confirm that copies of AS material will be available for them to collect on Autumn Statement day after OS completed MH
- (17) IDT issue operational notes to the press and media announcing AS publication day and IDT finalise arrangements to provide Press Gallery, PA, Newsroom and Reuters with OS [page by page] JP
- (18) Confirm that sufficient 1075 photocopying machines, stocks of paper and a mechanic on call to be available from Friday until AS day SO'K/RR
- (19) Chancellor's Office arrange preparation of addressed envelopes/labels for those on Annex A LW
- (20) Draft of AS text submitted to Chancellor CU

Friday

- (21) Chancellor confirms which Radio/TV interviews he and other Treasury Ministers will undertake RL/RC
- (22) Divisions return final revise of AS briefing to EB, taking account of Chancellor's comments MO'M
- (23) Treasury Press Notice(s) sent to CRU for photocopying by 2pm at the latest (2060 copies needed) NK/MP/?
- (24) (i) Chancellor return draft of OS to CU (am) RL
(ii) CU submit final draft of OS to Chancellor (pm) CU
(iii) Chancellor's Office send copy of OS to PM, if necessary RL
(iv) CU tell IDT likely length of OS NK
- (25) Inform IDT of the number of HMT and other departments press notices NK
- (26) ^{PARLIAMENTARY SECTION} Chancellor's Office write to House to confirm arrangements for release of the AS to MPs at the end of the OS BD
- (27) Chancellor's Office send CU any comments on AS text by 10am at the latest RL
- (28) Divisions return corrected page proofs to CU by 1.00pm. Central Unit return corrected page proofs of AS to printer by 2.00pm NK

Friday

- (29) Table "Notice of Motion for an Unopposed Return" for printing order BD

Saturday

- (30) At 10am CU take delivery of book proofs of AS from printers and distribute to GE/EA/ET/ST1 NK
- (31) At 2pm at the latest, book proofs returned to printers NK
- (32) AS briefing edited by EB and GEP (and Sunday if necessary) MO'M
- (33) Final revisions made by CU to OS (if any) & resubmission to Chancellor NK
- (34) EB arrange retyping of AS brief (and Sunday if necessary) SK/WPU

Monday

- (35) At 8am CU (and others as necessary) go to printers for final proof read of printed statement NK
- (36) EB deliver AS brief to CRU SK

AUTUMN STATEMENT DAY (Tuesday)

8am

- (37) CRU take 115 copies of AS brief (takes 1 hour) and deliver to EB RR
- (38) EB distribute copies of brief to No 10, Treasury Ministers, PCC & a limited number of other Treasury officials SK

10am

- (39) CRU deliver 170 copies of HMT Press Notice to Chancellor's Office, 775 to Committee Section, 1110 to Parliamentary Section and 5 to EB RR
- (40) Chancellor's Office confirm length of OS with IDT to guide Radio/TV, and with BD to enable him to inform Speaker RL
- (41) HMSO deliver (by 10am) 775 copies of Printed AS as follows:
- | | |
|---|---------|
| 120 copies to Library (50 for NEDC) | Library |
| 170 copies to Chancellor's Office | SO'K |
| 450 copies to Rod Rawlings | RR |
| 15 copies to BD (4 for formal presentation to the Commons and Lords, 8 for the House Libraries and 13 for Parliamentary Branch) | BD |
| 20 copies to CU | NK |
- (42) Master copy of OS to CRU and Chancellor's Office by 10am NK/PWO
CRU take 450 copies (takes about 1 hour) and deliver to Cttee Section RR
Chancellor's Office take 190 copies SO'K

11am

- (43) BD delivers (under embargo) 1000 copies of HMT PN to Vote Office, House of Commons and 100 copies to Printed Paper Office, House of Lords BD

12 noon

- (44) 100 copies of other departments' Press Notices and 100 copies of GAD report to Chancellor Office
Chancellor's Office send 30 copies to IDT of ODPN's & GAD report and 5 copies to EB
- (45) Chancellor's Office give BD 23 copies of OS (he will deliver 8 to House Libraries - see item (62) 5 to the Government Whip's Office and 8 to the Lords Whip's Office, see Item (49))
- (46) Chancellor's Office make up SECRET envelopes as follows: a) Autumn Statement Package (A) - AS, OS, HMPN, GAD Report, ODPN - 65 copies; b) Autumn Statement Package (B) - AS, OS, HMPN - 105 copies: for distribution as at Annex A
- (47) IDT go to Committee Section to package documents as follows:
 - For Press to collect: 200 AS package (B) - AS, OS, HMPN
 - For Press Gallery & Lobby: 130 AS package (B)
 - For Departmental Press Officers: 40 AS package (B)
 and collect remaining copies of these documents which they require (Annex B)

SO'K

BD

LW

GJ

SHOULD BE DONE BEFORE AS DAY TO CUT DOWN SORE ON DAY

DIPLOMATIC MISSION ENVELOPES DONE BY JOHN GRAHAM SO AID. NEEDS A NOTE RE JG MAKES UP SECRET ENVELOPES FOR DIPLOMATIC MISSIONS... JG

By 12.30pm

- (48) Chancellor's Office despatch copies of AS package (a) to PM and Treasury Ministers (6 copies)
- (49) BD collects 1 copy of AS package (A) from Chancellor's Office and sends to Speaker; sends 5 copies of the OS to the Government Whip's Office for the Opposition and 8 copies of OS to Government Whips Office in Lords for Opposition, Lords Hansard and Lords Press; (and advises on release time)

LW

BD

By 1pm

- [(50) RL to consider which, if any, other Ministers or officials should receive advance copies of the AS package]

RL

2pm

- (51) Messengers from following departments come to Chancellor's messengers' lobby and receive the following:
 - Customs - 2 copies of AS package (B) + 1 copy for Mr Fraser
 - Inland Revenue - 2 copies of the AS package (B) + 1 copy for Sir L Airey
 - Bank of England - 6 copies of the AS package (B)
- (52) 1 copy of AS (A) package given to RL, AK & PWO

SO'K

LW

(152) 1 copy of AG (A) reference given to all VAs & VAs

1 copy of subject's copies of the AG program (A)

1 copy of subject's copies of the AG program (B)

1 copy of 3 copies of AG program (B) + 1 copy for the State

1 copy sent to the following:

- (a) 1 copy sent from subject to report and come to Department's attention

1 copy sent to the following:

- (150) 10 for comparison with other information on file in the office

1 copy sent to the following:

- (149) 10 for collection of AG program (A) from Department's Office

(148) 10 for collection of AG program (A) from Department's Office

By 15-30-60

1 copy sent to the following:

- (147) 10 for collection of AG program (A) from Department's Office

1 copy sent to the following:

- (146) 10 for collection of AG program (A) from Department's Office

(145) 10 for collection of AG program (A) from Department's Office

1 copy sent to the following:

- (144) 10 for collection of AG program (A) from Department's Office

(143) 10 for collection of AG program (A) from Department's Office

15-30-60

- (53) 1 copy of AS package (A) for each of following taken to PPS Chancellor's room at House by DM. (NB RL to advise on exact time for this)

DM/RL

Chancellor of the Duchy of Lancaster)with copies
Leader of the House of Commons: Mr Biffen)of AS
Leader of the House of Lords: Viscount Whitelaw)brief
Chancellor's PPS (Mr Lilley)
Leader of the Opposition (Mr Kinnock)
Shadow Chancellor (Mr R Hattersley)
Leader of the Liberals (Mr Steel)
Leader of SDP (Mr Owen)
Leader of Official Unionists (Mr Molyneux MP)
Sir William Clark (Chairman of Conservative Finance Committee)
Mr Sheldon, Chairman PAC
Mr T Higgins, Chairman TCSC
Mr J Major (Treasury Whip)
Vice Chamberlain of the Household (Hon Robert Boscawen MP)

- 1 copy of AS package (A) for each of the following, taken to Lords Whip's Office by BD:

BD

Leader of Opposition in the Lords
Leader of Liberals in the Lords
Leader of SDP in the Lords
Govt Whip in the Lords

- (54) PWO to arrange for copy of OS to reach Official Report

PWO

- (55) EB ensure all officials in Official Box have copies of AS brief

SK

OS started

- (56) IDT take copies of documents packaged as at (47) to Lobby for distribution
IDT implement page by page release to PA/Reuters

GJ

- (57) Note changes in delivered OS from typed version & inform IDT if it is significant

PWO

- (58) 2 copies of AS formally laid on the Table of each House (see (41))

DB

After OS

- (59) Release AS package (B) - prepared by IDT for press to departmental press officers and to press callers at Main Door

GJ

- (60) Release AS package as follows (SK to give 9 copies of AS brief to MH for (iv) and (v) below):

MH

- (i) To Enquiry Room for messengers from NEDO, CBI, TUC and Conservative Research Department & NICG to collect (each require 3 copies of the AS package (B) - total 15 copies)
- (ii) To EF2 for collection by messengers from the Embassies, and High Commissions (16 copies of AS package (B))
- (iii) To NK for despatch to Clerk of TCSC (1 copy of AS package(A))
- (iv) To T. Lankester at Washington (3 copies of AS package (B) and of AS brief), D Bostock at UKREP Brussels (4 copies of AS package (B) and

?
BD or DM

of AS brief) and Director of British Information Services, New York, via FCO (1 copy of AS package (B) and of AS brief) (total 8 copies of AS package (B) and AS brief)

*✓ despatched 24 copies to
GPI for distribution
to PFO'S*

- (v) To M C S Weston, British Embassy, Paris, by 6pm bag (1 copy of AS package (B) and of AS brief)

- (61) Despatch (by hand) copies of AS package (both (A) and (B) to all at Annex A who have not already received them

- (62) BD to take over 8 copies of OS, 8 copies of the AS and 8 copies of HMT Press Notices for the House Libraries

- (63) Distribute AS brief to remaining recipients

SO'K

BD

SK

Distribution list serviced by Chancellor's Office

a) Autumn Statement Package (A) - ie AS, OS, HMTPN, ODPN, GAD Report

Prime Minister	The Speaker
Chancellor	Chancellor of the Duchy of Lancaster
Chief Secretary	Leader of the House of Commons
Financial Secretary	Leader of the Lords
Economic Secretary	Leader of the Opposition
Minister of State	Mr Steel
Sir Peter Middleton	Mr Owen
Sir Terence Burns	Mr Molyneux
Sir Geoffrey Littler	Shadow Chancellor
Mr F E R Butler	Chancellor's PPS
Mr Bailey	Sir William Clark (Chairman of Conservative Finance Committee)
Mr Wilson Mr Anson	Mr Sheldon (Chairman PAC)
Mr Cassell	Mr Higgins (Chairman TCSC)
Mr Kemp	Mr J Major (Treasury Whip)
Mr Monck	Mr McKay (Clerk (TCSC))
Mr Lavelle	Vice Chairman of the Household (Hon Robert Boscawen MP)
Mr Byatt	Leader of the Opposition (Lords)
Mr Scholar	Leader of the Liberals (Lords)
Mr Moore	Leader of the SPD (Lords)
Mr H P Evans	Government Chief Whip (Lords)
Mr Peretz	Total no of AS package (A) - 60 copies
Mr Monger	
Mr Odling-Smee	
Mr Turnbull	
Mr Watson	
Mr Culpin	

Miss O'Mara (3 copies)

Mr P Gray	Mr Fraser (C&E)
Mr M Williams	Sir L Airey (IR)
Mr Pratt	Customs (2 copies)
Mr Kaufman	Revenue (2 copies)
Mr Cropper	Bank of England (6 copies)
Mr Lord	NEDO (3 copies)
Mr H Davies	CBI (3 copies)
Mrs Lomax	TUC (3 copies)
Mr Kuczys	NICG (3 copies)
Mr Wynn-Owen	Conservative Research Department (3 copies)
	Diplomatic Missions (16 copies)
	British Embassy Washington (3 copies)
	UKREP Brussels (4 copies)
	BIS New York
	British Embassy, Paris
	Principal Finance Officers (30 copies)
	Other Cabinet Ministers (20 copies)

Total no of AS package (B) - 102 copies

SOURCE AND DISTRIBUTION OF AS MATERIAL

Aide
Memoire
Reference

Sources

41	HMSO	775 copies of AS	120 to Library 170 for Chancellor's Office 450 for Committee Section/IDT 15 for Parliamentary Branch 20 for CU
23/39	CRU	2060 copies of HMTPN	170 to Chancellor's Office 775 to Committee Section/IDT 1110 to Parliamentary Branch 5 to EB
42	CRU	450 copies of OS	to Committee Section/IDT
44	OGDPs	100 copies of OGDPNs	to Chancellor's Office
44	GAD	100 copies of OGDPNs	to Chancellor's Office

Distribution by Chancellor's Office

	AS	OS	HMTPN	GAD Report	ODPN
Received from					
41 HMSO	170				
CU					
42 (and photocopied)		190			
39 CRU			170		
44 DHSS				100	
44 OGD					100
Total	170	190	170	100	100

Despatched to

44	EB			5	5
45	Parly Branch		23		
44	IDT			30	30
48	PM + HMT Mins	6	6	6	6
49	Parly Branch	1	1	1	1
51	Customs/Revenue/ Bank	12	12	12	
52	Ch Pte Office	3	3	3	3
53	Commons/Lords	18	18	18	18
54	Hansard				
60i	NEDO/CBI	15	15	15	
60ii	Embassies etc	16	16	16	
60iii	TCSC	1	1	1	1
60iv	US	8	8	8	
60v	Paris	1	1	1	
61	PFOs	30	30	30	
61	Other Cabinet Ministers	20	20	20	
61	Others	31	31	31	31
Total		162	185	95	95

Distribution by Parliamentary Branch

	AS	OS	HMTPN	GAD Report	OGDPN
Received from					
41 HMSO	15				
39 CRU			1110		
45 Chancellor's Office		23			
49 Chancellor's Office	1	1	1	1	1
Total	16	24	1111	1	1

Despatched to

43 Vote Office/PPO			1100		
49 Speaker	1	1	1	1	1
49 Govt Whips (Commons)		5			
49 Govt Whips (Lords)		8			
62 House Libraries	8	8	8		
58 Formal presentation to Commons/Lords	4				
Total	13	22	1109	1	1

Distribution by IDT

Received from					
47 Committee Section	450	450	775		
44 Chancellor's Office				30	30

Despatched to

(Press Gallery	100	100	100		
(Lobby	30	30	30		
(Press	200	200	200		
59 (Non-Press	-	-	50		
(Departmental					
(Press Offices	40	40	40		
(Specialist Briefing	40	40	40	12	12
Treasury Mailing List	-	-	275		
IDT + Spares	20	20	20	18	18
FFJG	20	20	20		
Total	450	450	775	30	30

1. Phil
2. b/f 11/11

Reference

B/F 1/11

From: D. O. DYER

Date: 1 October 1985

Mr. T. W. Rawlings - E062

cc

Mr. Kinzy's

Mr. Johnson - 1DT

Autumn Statement: Security Arrangements

Thank you for your minute of 17 September which was awaiting my return from annual leave.

I can confirm that neither the Private Office nor the Parliamentary Section will require security escorts on this occasion. But I should be grateful if you could arrange for a mini-bus or light van to be available to the Parliamentary Section from 10.30 a.m. on the morning of the Autumn Statement. This is to enable us to deliver 1,150 copies of the associated press notices to the Palace of Westminster - i.e. item (43) in the aide memoire.

It is however possible that the 1DT will require some security guard support in the context of the Autumn Statement. I suggest you consult Graham Johnson direct to ascertain the precise nature of 1DT's requirements in this respect.

Parliamentary Clerk

RESTRICTED

pratt

copy R Broadbeer.

FROM: R PRATT
DATE: 1 OCTOBER 1985

MR SCHOLAR

- cc Mrs Lomax ~~_____~~
- Mr Culpin
- Miss O'Mara
- Mr Kuczys
- Mr Page
- Mr Dyer
- Mr Perfect
- Mr Porteous
- Mr Rawlings
- Mr Walters
- Mr G Johnson
- Mr Wynn-Owen
- Mrs D Lester
- Mr S Kemp
- Mr Fray

AUTUMN STATEMENT AIDE MEMOIRE

I attach a revised version of the Aide Memoire, which has been updated, and we trust improved upon, following last year's Autumn Statement.

Richard Pratt

RICHARD PRATT

KEY TO DRAFT AIDE MEMOIRE

(a)	INDIVIDUALS	
RC	Robert Culpin	IDT
BD	Brian Dyer	Parliamentary Section
NF	Nigel Fray	CH/EX's Office
MH	Meena Henson	CH/EX's Office
GJ	Graham Johnson	IDT
SK	Simon Kemp	EB
AK	Tony Kuczys	CH/EX's Office
DL	Debbie Lester	CH/EX's Office
RL	Rachel Lomax	CH/EX's Office
MO'M	Margaret O'Mara	EB
JP	John Page	IDT
MP	Mark Perfect	GEP
BP	Brian Porteous	EOG
RR	Rod Rawlings	EOG
DW	Doug Walters	CU
LW	Lesley Willis	CH/EX's Office
PWO	Philip Wynn-Owen	CH/EX's Office

(b) DIVISIONS ETC

CRU	Central Reproduction Unit
CU	Central Unit
EA	Domestic Economy Forecasting and Analysis Division
GE	General Expenditure
IDCS	Information Division Clerical Section
CS	Committee Section
WPU	Word Processing Unit

1985 AUTUMN STATEMENT: AIDE MEMOIRE

Preparation in weeks before the Announcement

- (1) Confirm announcement day. CU
- (2) IDT to issue operational notes to the press and media announcing publication day of AS (Autumn Statement) JP/GJ
- (3) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available at short notice 3 working days before AS. SO/RR
- (4) Submit coordinated publicity arrangements to Chancellor RC
- (5) Consider arrangements for providing Press Gallery, P.A. Newsroom and Reuters with Statement page by page. JP/NF
- (6) Consider what Treasury Press Notices will be necessary DW/MP/EA/JP
- (7) Consider what arrangements are necessary to ensure access to Treasury building on Remembrance Sunday (ie Sunday before AS) if necessary RR

Wednesday

- (8) CU in consultation with GE and IDT circulate note commissioning press notices from Treasury. PWO writes to Private Offices in other Departments encouraging them to issue their own press notices on AS Day: asking their PFOs to inform GEP1 if they intend to do so; and asking for 100 copies to be sent to the Treasury by noon on Autumn Statement day (43). ST1 to confirm that GAD will send 100 copies of the GAD Report to the Chancellor's Office by noon on AS day. Confirm all numbers with RR. CU/PWO/RC
GE/RR
- (9) EB submit final draft AS brief to Chancellor MO'M

Thursday

- (10) Treasury Press Notice(s) submitted to Chancellor for approval (if not already done). DW/MP/?
- (11) CU receive page proofs of AS from printer by lunchtime & distribute to editors DW
- (12) Chancellor returns comments on first draft AS brief RL

After the House Business Statement announcing the date of the AS

- (13) Check with FCO despatch arrangements for overseas copies of material (item 59) NF
- (14) Confirm with the following organisations direct that their messengers can collect copies of AS material on Autumn Statement day as follows: MH

- (a) At 2pm: Customs & Excise
Inland Revenue
Bank of England
- (b) After the OS: NEDO
CBI
TUC
Conservative Research Department
Nationalised Industries Chairman's Group
- (15) Chancellor's Office ask EF2 (Peter Elwood) to write to Embassies and High Commissions to confirm that copies of AS material will be available for them to collect on Autumn Statement day after OS completed MH
- (16) IDT issue operational notes to the press and media announcing AS publication day and IDT finalise arrangements to provide Press Gallery, PA, Newsroom and Reuters with OS [page by page] JP
- (17) Confirm that sufficient 1075 photocopying machines, stocks of paper and a mechanic on call to be available from Friday until AS day NF/RR
- (18) Chancellor's Office arrange preparation of addressed envelopes/labels for those on Annex A LW
- (19) Draft of AS text submitted to Chancellor CU
- Friday**
- (20) Chancellor confirms which Radio/TV interviews he and other Treasury Ministers will undertake RL/RC
- (21) Divisions return final revise of AS briefing to EB, taking account of Chancellor's comments MO'M
- (22) Treasury Press Notice(s) sent to CRU for photocopying by 2pm at the latest (2120 copies needed) DW/MP/?
- (23) (i) Chancellor return draft of OS to CU (am) RL
(ii) CU submit final draft of OS to Chancellor (pm) CU
(iii) Chancellor's Office send copy of OS to PM, if necessary RL
(iv) CU tell IDT likely length of OS DW
- (24) Inform IDT of the number of HMT and other departments press notices DW
- (25) Send off letters to the Deliverer of the Vote, to the Librarians in the Commons and Lords and to the Clerk of Printed Papers, establishing arrangements for release of AS to MPs and Lords at end of Statement. BD
- (26) Chancellor's Office send CU any comments on AS text by 10am at the latest RL
- (27) Divisions return corrected page proofs to CU by 1.00pm. Central Unit return corrected page proofs of AS to printer by 2.00pm DW
- (28) Table "Notice of Motion for an Unopposed Return" for printing order* BD

* If Autumn Statement is on a Wednesday, this action is taken on Monday

Saturday

- (29) At 10am CU take delivery of book proofs of AS from printers and distribute to GE/EA/ET/ST1 DW
- (30) At 2pm at the latest, book proofs returned to printers DW
- (31) AS briefing edited by EB and GEP (and Sunday if necessary) MO'M
- (32) Final revisions made by CU to OS (if any) & resubmission to Chancellor DW
- (33) EB arrange retyping of AS brief (and Sunday if necessary) SK/WPU

Monday

- (34) At 8am CU (and others as necessary) go to printers for final proof read of printed statement DW
- (35) EB deliver AS brief to CRU SK

AUTUMN STATEMENT DAY (Tuesday)

8am

- (36) CRU take 120 copies of AS brief (takes 1 hour) and deliver to EB RR
- (37) EB distribute copies of brief to No 10, Treasury Ministers, Lord Young, PCC & a limited number of other Treasury officials SK

10am

- (38) CRU deliver 170 copies of HMT Press Notice to Chancellor's Office, 775 to Committee Section, 1160 to Parliamentary Section and 5 to EB RR
- (39) Chancellor's Office confirm length of OS with IDT to guide Radio/TV, and with BD to enable him to inform Speaker RL
- (40) HMSO deliver (by 10am) 775 copies of Printed AS as follows:
- | | |
|--|---------|
| 120 copies to Library (50 for NEDC) | Library |
| 170 copies to Chancellor's Office | NF |
| 450 copies to Rod Rawlings | RR |
| 15 copies to BD (4 for formal presentation to the Commons and Lords, 8 for the House Libraries and 3 for Parliamentary Branch) | BD |
| 20 copies to CU | DW |
- (41) Master copy of OS to CRU and Chancellor's Office by 10am DW/PWO
CRU take 450 copies (takes about 1 hour) and deliver to Cttee Section RR
Chancellor's Office take 190 copies NF

11am

- (42) BD delivers (under embargo) 1000 copies of HMT PN to Vote Office, House of Commons and 150 copies to Printed Paper Office, House of Lords BD

12 noon

(43) 100 copies of other departments' Press Notices and 100 copies of GAD report to Chancellor Office
Chancellor's Office send 30 copies to IDT of ODPN's & GAD report and 5 copies to EB

NF

(44) Chancellor's Office give BD 23 copies of OS (he will deliver 8 to House Libraries - see item (61) 5 to the Government Whip's Office and 8 to the Lords Whip's Office, see Item (48)

BD

(45) Chancellor's Office make up SECRET envelopes as follows: a) Autumn Statement Package (A) - AS, OS, HMTPN, GAD Report, ODPN - 65 copies; b) Autumn Statement Package (B) - AS, OS, HMTPN - 105 copies: for distribution as at Annex A

LW

(46) IDT go to Committee Section to package documents as follows:

GJ

For Press to collect: 200 AS package (B) - AS, OS, HMTPN

For Press Gallery & Lobby: 130 AS package (B)

For Departmental Press Officers: 40 AS package (B)

and collect remaining copies of these documents which they require (Annex B)

By 12.30pm

(47) Chancellor's Office despatch copies of AS package (a) to PM and Treasury Ministers (6 copies)

LW

(48) BD collects 1 copy of AS package (A) from Chancellor's Office and sends to Speaker; sends 5 copies of the OS to the Government Whip's Office for the Opposition and 8 copies of OS to Government Whips Office in Lords for Opposition, Lords Hansard and Lords Press: (and advises on release time)

BD

By 1pm

(49) RL to consider which, if any, other Ministers or officials should receive advance copies of the AS package

RL

(50) 1 copy of AS (A) package given to RL, AK & PWO

LW

2pm

(51) Messengers from following departments come to Chancellor's messengers' lobby and receive the following:

NF

Customs - 2 copies of AS package (B) (+ 1 copy for Sir A Fraser - if not already despatched)

Inland Revenue - 2 copies of the AS package (B) (+ 1 copy for Sir L Airey - if not already despatched)

Bank of England - 6 copies of the AS package (B)

(52) 1 copy of AS package (A) for each of following taken to PPS Chancellor's room at House by DL. (NB RL to advise on exact time for this)

DL/RL

Chancellor of the Duchy of Lancaster (Mr Tebbit))with copies
Leader of the House of Commons: Mr Biffen)of AS
Leader of the House of Lords: Viscount Whitelaw)brief
Chancellor's PPS (Mr Lilley))
Secretary of State for Employment (Lord Young)
Leader of the Opposition (Mr Kinnock)
Shadow Chancellor (Mr R Hattersley)
Leader of the Liberals (Mr Steel)
Leader of SDP (Mr Owen)
Leader of Official Unionists (Mr Molyneux MP)
Sir William Clark (Chairman of Conservative Finance Committee)
Mr Sheldon, Chairman PAC
Mr T Higgins, Chairman TCSC
*Mr [] (Treasury Whip)
Vice Chamberlain of the Household (Hon Robert Boscawen MP)

1 copy of AS package (A) for each of the following, collected from Chancellor's Office and taken to Lords Whip's Office by BD:

BD

Leader of Opposition in the Lords
Leader of Liberals in the Lords
Leader of SDP in the Lords
Govt Whip in the Lords

(53) PWO to arrange for copy of OS to reach Official Report

PWO

(54) EB ensure all officials in Official Box have copies of AS brief

SK

OS started

(55) IDT take copies of documents packaged as at (46) to Lobby for distribution
IDT implement page by page release to PA/Reuters

GJ

(56) Note changes in delivered OS from typed version & inform IDT if it is significant

PWO

(57) 2 copies of AS formally laid on the Table of each House (see (40))

BD

After OS

(58) Release AS package (B) - prepared by IDT for press to departmental press officers and to press callers at Main Door

GJ

(59) Release AS package as follows (SK to give 9 copies of AS brief to MH for (iv) and (v) below):

MH

- (i) To Enquiry Room for messengers from NEDO, CBI, TUC and Conservative Research Department & NICG to collect (each require 3 copies of the AS package (B) - total 15 copies)
- (ii) To EF2 for collection by messengers from the Embassies, and High Commissions (16 copies of AS package (B))
- (iii) To NK for despatch to Clerk of TCSC (1 copy of AS package(A))
- (iv) To T. Lankester at Washington (3 copies of AS package (B) and of AS brief), D Bostock at UKREP Brussels (4 copies of AS package (B) and of AS brief) and Director of British Information Services, New York, via FCO (1 copy of AS package (B) and of AS brief) (total 8 copies of AS package (B) and AS brief)

* New Treasury Whip yet to be announced

- (v) To M C S Weston, British Embassy, Paris, by 6pm bag (1 copy of AS package (B) and of AS brief)
- (60) Despatch (by hand) copies of AS package (both (A) and (B) to all at Annex A who have not already received them
- (61) BD to take over 8 copies of OS, 8 copies of the AS and 8 copies of HMT Press Notices for the House Libraries
- (62) Distribute AS brief to remaining recipients

NF

BD

SK

Distribution list serviced by Chancellor's Office

a) Autumn Statement Package (A) - ie AS, OS, HMTPN, ODPN, GAD Report

Prime Minister	The Speaker
Chancellor	Chancellor of the Duchy of Lancaster
Chief Secretary	Secretary of State for Employment
Financial Secretary	Leader of the House of Commons
Economic Secretary	Leader of the Lords
Minister of State	Leader of the Opposition <i>Lord Young.</i>
Sir Peter Middleton	Mr Steel
Sir Terence Burns	Mr Owen
Sir Geoffrey Littler	Mr Molyneux
Mr F E R Butler	Shadow Chancellor
Mr Bailey	Chancellor's PPS
Mr Wilson	Sir William Clark (Chairman of Conservative Finance Committee)
Mr Anson	Mr Sheldon (Chairman PAC)
Mr Cassell	Mr Higgins (Chairman TCSC)
Mr Kemp	*Mr [] (Treasury Whip)
Mr Monck	Mr McKay (Clerk (TCSC))
Mr Lavelle	Vice Chairman of the Household (Hon Robert Boscawen MP)
Mr Byatt	Leader of the Opposition (Lords)
Mr Scholar	Leader of the Liberals (Lords)
Mr Moore	Leader of the SPD (Lords)
Mr H P Evans	Government Chief Whip (Lords)
Mr Peretz	
Mr Monger	Total no of AS package (A) - 61 copies
Mr Odling-Smee	

b) Autumn Statement Package (B) - ie AS, OS, HMTPN

Mr Turnbull	Sir A Fraser (C&E)
Mr Watson	Sir L Airey (IR)
Mr Culpin	Customs (2 copies)
Miss O'Mara (3 copies)	Revenue (2 copies)
Mr P Gray	Bank of England (6 copies)
Mr M Williams	NEDO (3 copies)
Mr Pratt	CBI (3 copies)
Mr Walters	TUC (3 copies)
Mr Cropper	NICG (3 copies)
Mr Lord	Conservative Research Department (3 copies)
Mr H Davies	Diplomatic Missions (16 copies)
Mrs Lomax	British Embassy Washington (3 copies)
Mr Kuczys	UKREP Brussels (4 copies)
Mr Wynn-Owen	BIS New York
	British Embassy, Paris
	Principal Finance Officers (25 copies)
	Other Cabinet Ministers (25 copies)

Total no of AS package (B) - 102 copies

* New Treasury Whip yet to be announced

SOURCE AND DISTRIBUTION OF AS MATERIAL

Aide
Memoire
Reference

Sources

41	HMSO	775 copies of AS	120 to Library 170 for Chancellor's Office 450 for Committee Section/IDT 15 for Parliamentary Branch 20 for CU
23/39	CRU	2120 copies of HMTPN	170 to Chancellor's Office 775 to Committee Section/IDT 1160 to Parliamentary Branch 5 to EB
42	CRU	450 copies of OS	to Committee Section/IDT
44	OGDPs	100 copies of OGDPNs	to Chancellor's Office
44	GAD	100 copies of OGDPNs	to Chancellor's Office

Distribution by Chancellor's Office

	AS	OS	HMTPN	GAD Report	ODPN
41	Received from HMSO	170			
42	CU (and photocopied)		190		
39	CRU		170		
44	DHSS			100	
44	OGD				100
	Total	170	190	170	100

Despatched to

44	EB			5	5
45	Parly Branch		23		
44	IDT			30	30
48	PM + HMT Mins	6	6	6	6
49	Parly Branch	1	1	1	1
51	Customs/Revenue/ Bank	12	12	12	
52	Ch Pte Office	3	3	3	3
53	Commons/Lords	18	18	18	18
54	Hansard				
60i	NEDO/CBI	15	15	15	
60ii	Embassies etc	16	16	16	
60iii	TCSC	1	1	1	1
60iv	US	8	8	8	
60v	Paris	1	1	1	
61	PFOs	25	25	25	
61	Other Cabinet Ministers	25	25	25	
61	Others	31	31	31	31
	Total	162	185	162	95

ANNEX B

Distribution by Parliamentary Branch

	AS	OS	HMT PN	GAD Report	OGDPN
Received from					
41 HMSO	15				
39 CRU			1160		
45 Chancellor's Office		23			
49 Chancellor's Office	1	1	1	1	1
Total	16	24	1161	1	1

Despatched to

43 Vote Office/PPO			1150		
49 Speaker	1	1	1	1	1
49 Govt Whips (Commons)		5			
49 Govt Whips (Lords)		8			
62 House Libraries	8	8	8		
58 Formal presentation to Commons/Lords	4				
Total	13	22	1159	1	1

Distribution by IDT

Received from					
47 Committee Section	450	450	775		
44 Chancellor's Office				30	30

Despatched to

(Press Gallery	100	100	100		
(Lobby	30	30	30		
(Press	200	200	200		
59 (Non-Press	-	-	50		
(Departmental					
(Press Offices	40	40	40		
(Specialist Briefing	40	40	40	12	12
Treasury Mailing List	-	-	275		
IDT + Spares	20	20	20	18	18
FFJG	20	20	20		
Total	450	450	775	30	30

When is she seeing



Behave - early tomorrow? CS must be there

Presentation

1. Post-Cabinet brief for Bernard Ingham
2. Autumn Statement briefing - for Ministers
- for bankers/bankers
3. Press etc: lobby
bankers committee
TV/radio

Handling (Cabinet or otherwise)

1. 3 year expenditure figures - MSC 120
2. fiscal adjustment - how to
3. Social security estimating / unemployment
4. Asset sales / Reserves: close-ending the exercise
5. Redundancy fund - timing of announcement
- more generous scheme for small firms
6. Maternity Allowance
7. Assumptions - by WIAF London
8. Running Costs
9. Economic position report for Cabinet
10. Departmental press releases.

Ch. speaking note



11. Briefing PM
12. Briefing colleagues.

Substance

Housing

Scotland

LA capital (territorial)

ATP

CONFIDENTIAL

FROM: D N WALTERS
DATE: 11 October 1985

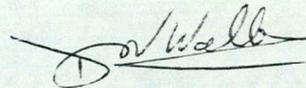
MR PERFECT

cc: Mr Scholar
Mr H P Evans
Miss O'Mara
Miss Peirson
Miss Noble
Mr Short
Mr Pickering
Mr Pratt

AUTUMN STATEMENT TIMETABLE

Richard Pratt's minute of 2 October enclosed a timetable of the main events in the run-up to the Autumn Statement and welcomed comments on any areas of misconception.

2. Following receipt of a number of comments, I now attach a revised (and hopefully final) version.



D N WALTERS

CONFIDENTIAL

CONFIDENTIAL

Calendar	Key Dates	Public Expenditure	Forecast	Autumn Statement
October				
Tuesday 1	End of (1st round of) bilaterals		EA prepare preliminary indication of forecast	
Thursday 3	Cabinet discuss CST's paper on bilaterals			CU commission first draft of AS Part 4 from ETS
Monday 7				
Friday 11		EA submit draft economic assumptions, for GAD and Depts, to Chancellor GE consider timing of Winter Suppls and FST's note		CU warn HMSO of need for printers weekend working on 9/10 November
Monday 14	MISC starts HoL returns	Assumptions to No 10 for clearance		
Tuesday 15				
Wednesday 16				CU commission first draft of AS Part 3 from ST
Thursday 17		GEP sends economic assumptions to GAD & Depts		EB commission AS briefing
Friday 18		GEP 3 clear 1985/86 outturn figures with divisions & depts	EA submit internal autumn forecast to PCC & Chancellor	

CONFIDENTIAL

Calendar	Key Dates	Public Expenditure	Forecast	Autumn Statement
Monday 21	HoC returns			
Tuesday 22	Forecast Report taken by PCC			
Wednesday 23	CU commission material for Chancellor's speech in Economic Debate (Queen's Speech)			ETS submit first draft of Part 4 ST submit first draft of Part 3 to CU
Thursday 24		GEP1 drafts Pt 2 text and clears text with expenditure divisions		First drafts of Pts 3 & 4 to printer
Tuesday 29		GEP1 circulate draft Cabinet paper on PE to FEX		CU/GE commission press notices within Treasury
Wednesday 30				Economic briefs returned to EB CU commission contributions for draft OS
Thursday 31		GEP1 send draft Cabinet paper for 7/11 Cabinet to CST CU commissions briefing on the economy for 7/11 Cabinet GE commission briefing on pub exp for 7/11 Cabinet		EA submit draft of Part 1 to CU CU sends Part 1 to printer ST arrange consultations with S of S & PM over NICs Divisions return draft expenditure AS briefs EB copied to GEP1 as appropriate
November				
Friday 1	MISC finishes Divisions supply contribution for Economic Speech Debate to CU	GEP1 send draft Cabinet paper for 7/11 Cabinet to PM		GEP send 1st draft of Part 2 text to CU CU sends Part 2 to printer CU send draft AS text to Chancellor Divisions submit contributions for OS to CU Printers finalise weekend working arrangements for 9/10 November [Special Advisers submit note for backbenchers to Chancellor]

Calendar	Key Dates	Public Expenditure	Forecast	Autumn Statement
Monday 4	CU submit draft Economic Debate speech to Chancellor	CST's paper circulated to Cabinet Divisions return contributions for briefing for Cabinet on 7/11 to CU and to GE	EA submit briefing on forecast to CU EA update forecast and revise AS Part 1	Chancellor's office write to departments about press notices & GAD report CU circulate draft OS 1st AS proof received from printer updated by authors and returned to CU for first AS mock up to Chancellor
Tuesday 5		GE submit pub exp briefing to Chancellor CU put briefing for Cabinet to Chancellor		CU checks on weekend working for Treasury staff CU returns first AS proof to printer Revised draft briefs circulated to contributors am and returned to EB pm
Wednesday 6	Chancellor returns draft Economic Debate speech State Opening	CU submit final briefing material for Cabinet to Chancellor		EB submit first AS draft brief to Chancellor Printer returns second proof to CU, updated by authors and returns to CU for 2nd AS mock-up to Chancellor
Thursday 7	Cabinet - final decisions on PE & NICs Start of Queen's Speech debates	GEP1 prepare final PE figures for AS Pt 2 & circulate them	EA to finalise Pt 1 in light of Cabinet and return to CU	ST finalise Pt 3 in light of Cabinet & returns to CU GEP & CU prepare press notices CU submit first draft OS to Chancellor Chancellor returns first draft AS brief
Friday 8	CU submit final draft of Speech for Economic Debate	Divisions confirm PE figures GEP 1 confirm final Pt 2 text with divisions and departments		CU returns second AS proof to printer (by noon) Chancellor returns first draft OS Divisions submit revised AS briefing to EB CU submit revised OS draft to Chancellor and then to PM if required CU & GE submit press notices to Chancellor and Chief Secretary
Saturday 9				Printer sends book proofs to CU (10am) copy submitted to Chancellor AS briefing edited by EB and GEP CU returns book proofs to printer (2pm) EB retype AS briefing
Sunday 10				AS briefing edited by EB EB retype AS briefing

Calendar	Key Dates	Public Expenditure	Forecast	Autumn Statement
----------	-----------	--------------------	----------	------------------

Monday 11

CU agrees final proofs (8am)
AS briefing copied - pm
Press notices copied
CU submit final OS to Chancellor
EB submit AS brief to Chancellor

Tuesday 12

Statement
Publication

AS briefing & copies of OS circulated

RESTRICTED

FROM: D N WALTERS
DATE: 4 NOVEMBER 1985

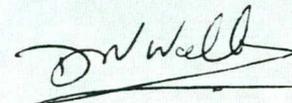
MR RAWLINGS

cc Mr Scholar
Mrs Lomax
Mr Culpin
Miss O'Mara
Mr Kuczys
Mr Monaghan
Mr Dyer
Mr Perfect
Mr Porteous
Mr Pratt
Mr G Johnson
Mr Wynn-Owen
Mrs D Lester
Mr S Kemp
Mr Fray*Amendments noted
in master copy. MJD 4/11.*

AUTUMN STATEMENT AIDE MEMOIRE

... IDT have been able to make a small reduction in their Autumn Statement requirements. I attach copies of those sheets of the Aide-Memoire which are affected. Essentially the change marginally reduces the demand on CRU. However, a further consequence is that we now need less copies of the AS from HMSO. I have spoken to Derek Eke and agreed a change to our order. I attach for your records (top only) a copy of my confirming letter.

....



D N WALTERS

- (a) At 2pm: Customs & Excise
Inland Revenue
Bank of England
- (b) After the OS: NEDO
CBI
TUC
Conservative Research Department
Nationalised Industries Chairman's Group

- (15) Chancellor's Office ask EF2 (Peter Elwood) to write to Embassies and High Commissions to confirm that copies of AS material will be available for them to collect on Autumn Statement day after OS completed
- (16) IDT issue operational notes to the press and media announcing AS publication day and IDT finalise arrangements to provide Press Gallery, PA, Newsroom and Reuters with OS [page by page]
- (17) Confirm that sufficient 1075 photocopying machines, stocks of paper and a mechanic on call to be available from Friday until AS day
- (18) Chancellor's Office arrange preparation of addressed envelopes/labels for those on Annex A
- (19) Draft of AS text submitted to Chancellor

Friday

- (20) Chancellor confirms which Radio/TV interviews he and other Treasury Ministers will undertake
- (21) Divisions return final revise of AS briefing to FB, taking account of Chancellor's comments
- (22) Treasury Press Notice(s) sent to CRU for photocopying by 2pm at the latest (~~2120~~ 2105 copies needed)
- (23) (i) Chancellor return draft of OS to CU (am)
(ii) CU submit final draft of OS to Chancellor (pm)
(iii) Chancellor's Office send copy of OS to PM, if necessary
(iv) CU tell IDT likely length of OS
- (24) Inform IDT of the number of HMT and other departments press notices
- (25) Send off letters to the Deliverer of the Vote, to the Librarians in the Commons and Lords and to the Clerk of Printed Papers, establishing arrangements for release of AS to MPs and Lords at end of Statement.
- (26) Chancellor's Office send CU any comments on AS text by 10am at the latest
- (27) Divisions return corrected page proofs to CU by 1.00pm. Central Unit return corrected page proofs of AS to printer by 2.00pm
- (28) Table "Notice of Motion for an Unopposed Return" for printing order*

* If Autumn Statement is on a Wednesday, this action is taken on Monday

Saturday

- (29) At 10am CU take delivery of book proofs of AS from printers and distribute to GE/EA/ET/ST1
- (30) At 2pm at the latest, book proofs returned to printers
- (31) AS briefing edited by EB and GEP (and Sunday if necessary)
- (32) Final revisions made by CU to OS (if any) & resubmission to Chancellor
- (33) EB arrange retyping of AS brief (and Sunday if necessary)

Monday

- (34) At 8am CU (and others as necessary) go to printers for final proof read of printed statement
- (35) EB deliver AS brief to CRU

AUTUMN STATEMENT DAY (Tuesday)

8am

- (36) CRU take 120 copies of AS brief (takes 1 hour) and deliver to EB
- (37) EB distribute copies of brief to No 10, Treasury Ministers, Lord Young, PCC & a limited number of other Treasury officials

10am

- (38) CRU deliver 170 copies of HMT Press Notice to Chancellor's Office, ⁷³⁵~~775~~ to Committee Section, 1160 to Parliamentary Section and 5 to EB
- (39) Chancellor's Office confirm length of OS with IDT to guide Radio/TV, and with BD to enable him to inform Speaker
- (40) HMSO deliver (by 10am) ⁷³⁵~~775~~ copies of Printed AS as follows:
 - 120 copies to Library (50 for NEDC)
 - 170 copies to Chancellor's Office
 - ⁴¹⁰~~450~~ copies to Rod Rawlings
 - 15 copies to BD (4 for formal presentation to the Commons and Lords, 8 for the House Libraries and 3 for Parliamentary Branch)
 - 20 copies to CU
- (41) Master copy of OS to CRU and Chancellor's Office by 10am
CRU take ⁴¹⁰~~450~~ copies (takes about 1 hour) and deliver to Cttee Section
Chancellor's Office take 190 copies

11am

- (42) BD delivers (under embargo) 1000 copies of HMT PN to Vote Office, House of Commons and 150 copies to Printed Paper Office, House of Lords



12 noon

- (43) 100 copies of other departments' Press Notices and 100 copies of GAD report to Chancellor Office
Chancellor's Office send 30 copies to IDT of ODPN's & GAD report and 5 copies to EB
- (44) Chancellor's Office give BD 23 copies of OS (he will deliver 8 to House Libraries - see item (61) 5 to the Government Whip's Office and 8 to the Lords Whip's Office, see Item (48)
- (45) Chancellor's Office make up SECRET envelopes as follows: a) Autumn Statement Package (A) - AS, OS, HMTPN, GAD Report, ODPN - 65 copies:
b) Autumn Statement Package (B) - AS, OS, HMTPN - 105 copies: for distribution as at Annex A
- (46) IDT go to Committee Section to package documents as follows:
- | | |
|----------------------------------|---|
| For Press to collect: | 200 ¹⁵⁰ AS package (B) - AS, OS,
HMTPN |
| For Press Gallery & Lobby: | 130 AS package (B) |
| For Departmental Press Officers: | 40 AS package (B) |

and collect remaining copies of these documents which they require (Annex B)

By 12.30pm

- (47) Chancellor's Office despatch copies of AS package (a) to PM and Treasury Ministers (6 copies)
- (48) BD collects 1 copy of AS package (A) from Chancellor's Office and sends to Speaker: sends 5 copies of the OS to the Government Whip's Office for the Opposition and 8 copies of OS to Government Whips Office in Lords for Opposition, Lords Hansard and Lords Press: (and advises on release time)

By 1pm

- (49) RL to consider which, if any, other Ministers or officials should receive advance copies of the AS package
- (50) 1 copy of AS (A) package given to RL, AK & PWO

2pm

- (51) Messengers from following departments come to Chancellor's messengers' lobby and receive the following:
- Customs - 2 copies of AS package (B) (+ 1 copy for Sir A Fraser - if not already despatched)
 - Inland Revenue - 2 copies of the AS package (B) (+ 1 copy for Sir L Airey - if not already despatched)
 - Bank of England - 6 copies of the AS package (B)

SOURCE AND DISTRIBUTION OF AS MATERIAL

Memoire
Reference

Sources			
41	HMSO	775 ⁷³⁵ copies of AS	120 to Library 170 for Chancellor's Office 410 450 for Committee Section/IDT 15 for Parliamentary Branch 20 for CU
23/39	CPU	2120 ⁰⁵ copies of HMTPN	170 to Chancellor's Office 770 775 to Committee Section/IDT 1160 to Parliamentary Branch 5 to EB
42	CRU	450 ⁴¹⁰ copies of OS	to Committee Section/IDT
44	OGDPs	100 copies of OGDPNs	to Chancellor's Office
44	GAD	100 copies of OGDPNs	to Chancellor's Office

Distribution by Chancellor's Office

	AS	OS	HMTPN	GAD Report	ODPN
Received from					
41 HMSO	170				
CU					
42 (and photocopied)		190			
39 CRU			170		
44 DHSS				100	
44 OGD					100
Total	170	190	170	100	100

Despatched to

44	EB			5	5
45	Parly Branch		23		
44	IDT			30	30
48	PM + HMT Mins	6	6	6	6
49	Parly Branch	1	1	1	1
51	Customs/Revenue/ Bank	12	12	12	
52	Ch Pte Office	3	3	3	3
53	Commons/Lords	18	18	18	18
54	Hansard				
60i	NEDO/CBI	15	15	15	
60ii	Embassies etc	16	16	16	
60iii	TCSC	1	1	1	1
60iv	US	8	8	8	
60v	Paris	1	1	1	
61	PFOs	25	25	25	
61	Other Cabinet Ministers	25	25	25	
61	Others	31	31	31	31
Total	162	185	162	95	95

Distribution by Parliamentary Branch

	AS	OS	HMT PN	GAD Report	OGDP:
Received from					
41 HMSO	15				
39 CRU			1160		
45 Chancellor's Office		23			
49 Chancellor's Office	1	1	1	1	1
Total	16	24	1161	1	1

Despatched to

43 Vote Office/PPO			1150		
49 Speaker	1	1	1	1	1
49 Govt Whips (Commons)		5			
49 Govt Whips (Lords)		8			
62 House Libraries	8	8	8		
58 Formal presentation to Commons/Lords	4				
Total	13	22	1159	1	1

Distribution by IDT

Received from					
47 Committee Section	410 450	410 450	770 775		
44 Chancellor's Office				30	30

Despatched to

(Press Gallery)	130 100	130 100	130 100		
(Lobby)	30	30	30		
(Press)	200 150	200 150	200 150		
59 (Non-Press)	-	-	50		
(Departmental)					
(Press Offices)	40	40	40		
(Specialist Briefing)	40	40	40	12	12
Treasury Mailing List	-	-	275 310		
IDT + Spares	20 30	20 30	20 30	18	18
FFJG	20	20	20		
Total	450 410	450 410	775 770	30	30



H M Treasury

Parliament Street London SW1P 3AG

Switchboard 01-233 3000

Direct Dialling 01-233 ...8500

HR
2- [signature]

A Turnbull
Under Secretary

G W Wilson Esq
MAFF
Great Westminster House
Horseferry Road
LONDON
SW1P 2AE

5 November 1985

Dear Gordon

AUTUMN STATEMENT

Cabinet this Thursday is expected to consider the outcome of the Public Expenditure Survey. If all programmes are resolved at that discussion, the Chancellor hopes to make his Autumn Statement the following Tuesday. As I indicated in my letter of 10 September to you and other PFOs, the Chancellor proposes to publish departmental totals for all three years, though the Autumn Statement itself will be able to provide very little detail on individual programmes. The Chancellor very much hopes, therefore, that departments will be able to produce Press Releases of their own, filling out the summaries provided in the Autumn Statement and, where increased provision has been made available, putting across the Government's case as positively as possible.

It would be helpful if Treasury divisions could be shown the drafts of Press Releases by lunchtime on Friday, 8 November.

I am copying this letter to those on the attached list.

Yours sincerely

A Turnbull

A TURNBULL

PRINCIPAL FINANCE OFFICERS FOR MAIN DEPARTMENTS

<u>DEPARTMENT</u>	<u>ADDRESS</u>	<u>NAME AND TEL</u>
Agriculture Fisheries & Food Ministry of	Room 106 Whitehall Place West London SW1A 2HH	G W Wilson (233 3339)
Arts and Libraries Office of	Rm 67B/4 Gt George Street London SW1P 3AL	M D Phipps (233 5021)
Cabinet Office	Room 5/2 Gt George Street LONDON SW1P 3AL	J W Stevens (233 8238)
Customs and Excise, HM	Board Room Kings Beam House Mark Lane London EC3 7HE	L D Hawken 2913 2105
Defence, Ministry of	Room 6257 Main Building Whitehall London SW1A 2HB	J G Ashcroft (218-6183)
Department of the Director of Public Prosecutions	4/12 Queen Anne's Gate LONDON SW1H 9AZ	J Merchant (213-3931)
Education & Science Department of	Elizabeth House York Road London SE1 7PH	N W Stuart (2914 2308)
Employment, Department of	611 Caxton House Tothill Street London SW1H 9HA	F J Bayliss (213 4629)
Energy, Department of	Thames House South Millbank London SW1P 4QJ	R T J Wilson (211 3961)
Environment, Department of the	2 Marsham Street London SW1P 3EB	K J F Ennals (212 4240)
Export Credits Guarantee Department	Crown Building Cathays Park	F J Chapman (0222 825349)
Foreign and Commonwealth Office	3 Central Buildings Matthew Parker Street London SW1E 9NL	K G MacInnes (233 3203)

Foreign & Commonwealth Office Overseas Development Administration	Eland House Stag Place London SW1E 5DH	R M Ainscow (213 4839)
Government Communications Headquarters	Oakley Priors Road CHELTENHAM GL52 5AJ	J A Adye (2073 2032)
Health & Social Security	Alexander Fleming House Elephant & Castle London SE1 6BY	G G Hulme (2915 7550)
Health & Social Security Department of (Health)	Friars House Blackfriars Road London SE1 8EU	Mrs G T Banks (2916 4394)
Health & Social Security Department of (Social Security)	Friars House Blackfriars Road London SE1 8EU	B J Ellis 2916 4277
Home Office	50 Queen Anne's Gate London SW1H 9AT	J Halliday (213 6194)
Intervention Board for Agricultural Produce	Fountain House 2 Queen's Walk READING RG1 7QW	P G Horscroft (0734 583626) ex 487 GTN 2081 487
Inland Revenue	The Board Room Somerset House Strand London WC2R 1LB	J M Crawley (2541 7430)
Lord Chancellor's Department (inc Public Trustee Office)	Neville House Page Street London SW1P 4LS	D J Wiblin (211 7879)
Manpower Service Commission	Room W327 MSC Moorfoot SHEFFIELD S1 4PQ	M Horsman GTN 2023-3235)
Northern Ireland Office	OAB, WHITEHALL London SW1P	Miss D Pease (273 3349)
Northern Ireland Department of Finance & Personnel	Parliament Buildings Stormont BELFAST BT4 3ST	J B C Lyttle (0232 63210)

Property Services Agency
(Dept of the Environment)

2 Marsham St
London
SW1P 3EB

M V Hawtin
(212 3963)

H M Treasury

Room 32/2

Miss J Kelley

Scottish Office

New St Andrew's
House
St James' Centre
EDINBURGH
EH1 3TB

K J Mackenzie
(2034 4367)

Trade and Industry
Department of

Room 303
Kingsgate HO
66/74 Victoria St
London
SW1E 0SJ

A C Russell
(212 0020)

Transport, Department of

2 Marsham Street
London
SW1P 3EB

D Holmes
(212 5043)

Welsh Office

Cathays Park
Cardiff
CF1 3NQ

M G Jeremiah
(2064 5220)

1. Phil
2. Nigel
3. Ian

From: K F MURPHY

Date: 6 November 1985

MR PERFECT

cc PPS —
PS/Chief Secretary
Mr Bailey
Mr Turnbull
Mr Scholar
Mr Rees
Mr F E R Butler

AUTUMN STATEMENT SECURITY

Could you please add Mr F E R Butler to the list of those entitled to see Autumn Statement Scorecard material. Perhaps Mr Rees could send him a copy of the guidance.

KFM

K F MURPHY

Private Secretary

FROM: ROBERT CULPIN
DATE: 8 NOVEMBER 1985

CHANCELLOR *12/2*

cc CST
FST
EST
MST
Mr Monaghan
Mrs McKinney

PHOTOGRAPH FOR AUTUMN STATEMENT DAY

Sarah Hogg has asked if the Times could have a photograph of the Treasury Ministerial team for use with their Autumn Statement reports. It would only take a few minutes. Are you prepared to agree if it can be fitted into Monday's diary?

*I agree: Aileen +
photo of the CST - or if
then are both for a
Ch. Ser., a pic of
the CST & mtg
(? perhaps
play)*

Re

ROBERT CULPIN

Ch.

*At a bit over a week of the Budget.
A nice photo of the Ch. Ser. would
be nice to the point.*

*Re.
8/11*

FROM: ROBERT CULPIN
DATE: 8 NOVEMBER 1985

CHANCELLOR

cc CST
FST
EST
MST
Sir P Middleton
Mr Bailey
Sir T Burns
Mr Evans
Mr Scholar
Mr Turnbull
Mr Monaghan
Mrs Lester
Mr H Davies

Annals
As discussed.
See copy?
Re
8/11

AUTUMN STATEMENT BRIEFINGS

This outlines the main press arrangements.

Tuesday

2. I assume questions on your oral statement will end soon after

3:32 4.30. It depends when I start. That ought to be
discussable in Hand. Questions are likely to end 1 hr after I start.

3. After a short break, you and the Chief Secretary will brief the Lobby. That should start between 4.45 and 5. Are you prepared to do it (mainly) on the record? *Both say 5. Also on the safe side. It is usual to do the record with the Lobby.*

4. You and the Chief Secretary will then go to Norman Shaw.

✓ - You will do BBC TV and ITV. (Channel 4 will use the ITV material.)

✓ - The Chief Secretary will do Radio 4 (live) and IRN.

✓ 5. You will both return to the Backbench Finance Committee by

6.

✓ 6. While you are seeing the Lobby, Mr Bailey and Sir Terence Burns will brief the economics correspondents, unattributably.

7. The **Chief Secretary** will do **Newsnight** in Lime Grove at 11 (arriving at 10.45). It will be a straight interview, and he **should** have the last word.

8. We are trying to fit in **Anglia TV** for the Chief Secretary.

Wednesday

9. The next morning, you will do the **Today** programme after the 8 o'clock news. The **Chief Secretary** will do **Breakfast TV**.

10. I will give you advice next week on other details - perhaps a few people to phone, perhaps something for the Economist, and so on.



ROBERT CULPIN

FROM: D N WALTERS
DATE: 8 NOVEMBER 1985

HEADS OF EXPENDITURE DIVISIONS

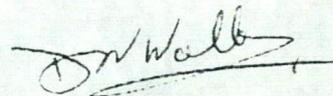
cc Mr Scholar
Mr Turnbull
Mr Culpin
Mr Perfect
Mr Wynn Owen
Mr Fray

AUTUMN STATEMENT: PRESS NOTICES

... Andrew Turnbull's letter to PFOs of 5 November (copy attached) encouraged Departments to produce Press Releases of their own to fill out the summaries provided in the Autumn Statement and, where increased provision has been made available, to put across the Government's case as positively as possible. He also asked for Treasury divisions to be shown the drafts by lunchtime today.

2. I would be grateful to know by 5pm this evening which of your Departments will be issuing a Press Release. I am sorry for the tight timetable but a phone call to myself (x 8652) or Peter Edwards (x 3267) will be sufficient.

3. It is also essential that issuing Departments are aware of the requirement to send 100 copies of their final version to Nigel Fray in the Chancellor's Office ^{if possible} by $\frac{1}{2}$ no later than Monday (11th) night. I would be grateful if you could arrange for an appropriate reminder. You may also like to warn them that a delay in delivery until Tuesday morning could be a problem since the police will be closing the roads around Whitehall at various times to accommodate the arrangements for the State visit of the Amir of Qatar. Given this complication, it would be helpful if I could have the name and telephone number of a person in each Department whom I or the Chancellor's Office could contact in the event of a problem.



D N WALTERS
CENTRAL UNST.



H M Treasury

Parliament Street London SW1P 3AG

Switchboard 01-233 3000

Direct Dialling 01-233 8500

A Turnbull
Under Secretary

G W Wilson Esq
MAFF
Great Westminster House
Horseferry Road
LONDON
SW1P 2AE

5 November 1985

Dear Gordon

AUTUMN STATEMENT

Cabinet this Thursday is expected to consider the outcome of the Public Expenditure Survey. If all programmes are resolved at that discussion, the Chancellor hopes to make his Autumn Statement the following Tuesday. As I indicated in my letter of 10 September to you and other PFOs, the Chancellor proposes to publish departmental totals for all three years, though the Autumn Statement itself will be able to provide very little detail on individual programmes. The Chancellor very much hopes, therefore, that departments will be able to produce Press Releases of their own, filling out the summaries provided in the Autumn Statement and, where increased provision has been made available, putting across the Government's case as positively as possible.

It would be helpful if Treasury divisions could be shown the drafts of Press Releases by lunchtime on Friday, 8 November.

I am copying this letter to those on the attached list.

Yours sincerely

Andrew Turnbull

A TURNBULL

1 Puff
2 Tony
3 Nigel
see
(no action for us)

FROM: G S JOHNSON
DATE: 8 NOVEMBER 1985

MR PORETOUS

cc Mr Culpin
Mr Monaghan
Mr Kuczys -
Mr Bobsin
Mr Evans
Mr Segal
Mr Rawlings
Mr Walters
Mr Fray
Mr Ludlow
Mr Coles
Mr Feen
Enquiry Room
IDCS

AUTUMN STATEMENT: TUESDAY, 12 NOVEMBER 1985

IDT's ACTIVITIES ON THE DAY

Distribution of documents in the House of Commons

We have agreed with Mr Dean (Hon Secretary of the Press Gallery) to provide him with 130 copies of the Chancellor's Statement, Autumn Statement and any HMT press notices for distribution within the Gallery.

Mr Coles has already arranged for three messengers to help with carrying the documents across to the House, and also provide six satchels for this purpose, and has arranged for a security guard to escort the documents to the House and also remain there during the distribution. He has also arranged for two cars to ferry these people to the House.

The messengers and security guard will need to meet Mr Evans, who will be supervising this operation, at 3.15 pm in Roomm 76/G.

Distribution of documents at HMT

(i) PRESS

We have invited the City and News Editors in Fleet Street and the media to collect documents from the

Treasury as soon as the Chancellor has finished his statement. This year we will be handing out the packets of documents from the front door. We have asked these people to come to the Treasury at 4.00 pm.

(ii) NON PRESS

As usual, there is a certain amount of interest amongst the non-press to obtain Autumn Statement documents. This year only HMT press notices (if there are any) will be available to the non-press. Callers will be able to obtain these from the entrance hall of the Parliament Street door.

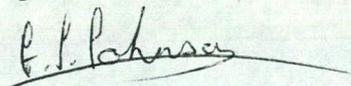
(iii) OTHER GOVERNMENT DEPARTMENTS PRESS OFFICES

We have sent a letter to other Government Press Departments inviting them to collect their copy of Treasury documents from the Enquiry Room as soon as the Chancellor has finished his Statement.

Press Briefing for Officials

This will take place in Room 47/2. Could Mr Ludlow please arrange this room for 40 people round the table. I attach a list of people who have been invited to this briefing. Could Mr Bobsin please arrange for security to check their names and escort them to Room 47/2 on their arrival: we expect this to be at about 4 pm and to last about one hour. Once the journalists are in Room 47/2, they must not remove any documents, leave the room unescorted or have any telephone contact until the Chancellor has finished his Statement. A security guard will have to remain in Room 47/2 until the briefing commences to ensure that the journalists observe the above instructions.

I will be in attendance at the Parliament Street door during the afternoon to help direct people to the right rooms and deal with any difficult customers.


G S JOHNSON

LIST OF JOURNALISTS INVITED TO THE OFFICIALS BRIEFINGS ON THE
AFTERNOON STATEMENT IN ROOM 47/2 ON TUESDAY 12 NOVEMBER 1985

Financial Times	Philip Stephens
Times	Sarah Hogg
Guardian	Chris Huhne
Daily Telegraph	Andreas Whittam-Smith & <i>Frances Williams</i>
Daily Mail	Andrew Alexander
Daily Express	Patrick Lay
Daily Mirror	Geoffrey Goodman
Standard	Anthony Hilton
Sunday Times	David Lipsey
Observer	Bill Keegan
Sunday Telegraph	Ian Watson
Mail On Sunday	Maurice Barnfather
Sunday Express	John Bell
Sunday Mirror	Robert Head
Economist	Rupert Pennant-Rea
Investors Chronicle	Shekhar Das
Financial Weekly	Tom Lloyd
BBC TV	James Long
BBC TV Newsnight	Will Hutton
BBC Radio	Dominic Harrod
BBC World Service	James Morgan
ITN	Michael Green
IRN	Douglas Moffitt
Channel 4	Nick Owen
<i>Channel 4 - Business programme</i>	<i>John Plender and Sean McPhilemy</i>
COI	<i>John Burrows / Sean Fairbairn</i>
Wall Street Journal	Peter Norman
Birmingham Post	Ian Richardson
Scotsman	Trevor Webster
Reuters	Colin Narborough
PA	Steve Levinson
A P Dow Jones	Marshall Gittler

FROM W J E NORTON
11 November 1985

R WALTERS

cc Miss C Evans
Mr A J Davis
Mr Fray

AUTUMN STATEMENT : PRESS NOTICES

In response to your circular minute of 8 November I have already told you that Scotland and Wales, but not NI, will be issuing press notices. 100 copies will be sent as requested by Monday night.

2. Contacts are:

Scotland Mr Gordon Murray
(Edinburgh) 2034 4286

Wales Mr Melvyn Jeremiah
Gwydyr House (233) 7116, or
(Cardiff) 2064 5220

WJEN

W J E NORTON

AUTUMN STATEMENT 1985: OTHER DEPARTMENTS' PRESS NOTICES

IN	Department	Yes	Nos	Comment	Contact
	Defence		No		
✓	ECO - ODA - Other	1	No		J Murphy 213-5420
✓	Agriculture MAFF DAFS	1		But might go for a PO instead	
	Forestry Commission				
✓	DTI	1		On ATP	John Chapman 215-5455 215-5360
	Export Credits		No		
	Energy		No		
	Employment		No	But will be doing one Wednesday when Lord Young speaks	Pacher 212-8217
✓	Transport	1			
→	DOE/PSA	21		General DOE rep Combined	212-3981
✓	Home Office	1			Liz Hammond 213-3339
✓	Lord Chancellor's	1			
✓	Education	1			Neville Gaffin 2914-987 Terry Parks 2914-988
✓	Office of Arts & Libraries	1			Michael Phipps 233-5021
→	DHSS Health & PSS	1		On NHS	Janet Hewlett Davies 2915-6576 David Price 2915-6885
→	DHSS Social Security	2		On Benefits & NIs	John Rowley 2915-6741 Shirley Roberts 6693 Gordon Murray 2034-4266 Melvyn Jeremi 2064-5220
✓	Scotland	1			
✓	Wales	1			
	Northern Ireland		No		
	Chancellor's Departments				
IR		1			2541 6706
✓	Cte	1			2913 3000
	(Cabinet Office)	1			4989
	TOTAL	14			

cc Mr Culpin - IDT
Mr Perfect - GEP
Mr Fray - Chancellor's Office

As at 8/11/85



Treasury Chambers, Parliament Street, SW1P 3AG
01-233 3000

8 November 1985

Mr Noboru Takeshita
Minister of Finance
Chiyoda Ko
Kaumigaseki 3-1
Tokyo
Japan

A handwritten signature in black ink, appearing to read "Noboru Takeshita".

I thought you would like to be aware of the statements which the United States and the United Kingdom have issued today on unitary taxation, and I am therefore sending you copies herewith.

I am earnestly hoping, after all the disappointments we have had, most recently in California, that progress can now be made towards an acceptable solution.

NIGEL LAWSON

A handwritten signature in black ink, appearing to read "Nigel Lawson".



Treasury Chambers, Parliament Street, SW1P 3AG
01-233 3000

11 November 1985

P A Heald Esq MBE
First Secretary (Economic)
British Embassy
No.1 Ichiban-cho
Chiyoda-ku
Tokyo 102
Japan

Dear Mr Heald,

... I should be grateful if you could pass the attached letter from the Chancellor to Mr Takeshita.

Yours sincerely,

Philip Wynn Owen,

P WYNN OWEN
Assistant Private Secretary

CP-7



FROM: MRS R LOMAX
DATE: 11 November 1985

MR CULPIN

cc Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Sir P Middleton
Mr Bailey
Sir T Burns
Mr Evans
Mr Scholar
Mr Turnbull
Mr Monaghan
Mrs Lester
Mr H Davies

AUTUMN STATEMENT BRIEFINGS

The Chancellor has seen your minute of 8 November with which he was generally content.

2. The assumption in your paragraph 2 still looks right; the Chancellor's statement is due to begin shortly after 3.30pm and Questions are likely to end 1 hour after he starts. Even so, the Lobby briefing ought to start at 5pm to be on the safe side. The Chancellor has commented that it is surely not usual to be on the record with the Lobby.

3. On the Chief Secretary's Newsnight interview, the Chancellor thinks that it is essential for him to have the last word.

Rh

RACHEL LOMAX

pmf



FROM: MRS R LOMAX
DATE: 11 November 1985

MR CULPIN

cc Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Mr Monaghan
Mrs McKinney

PHOTOGRAPH FOR AUTUMN STATEMENT DAY

The Chancellor has seen your minute of 8 November. He thinks that a full team photo is rather too reminiscent of Budget Day. A photograph of the Chief Secretary would be more appropriate - or if they are looking for a change a picture of the Chancellor and the Chief Secretary together.

Rh

RACHEL LOMAX



British Embassy
No 1 Ichiban-Cho Chiyoda-ku Tokyo

Telex J22755 (A/B PRODROME)
Telephone 265-5511

Nigel At note X. A mild
complaint, I think, at the
envelope for Takeshita being
sealed. Let's discuss. *Rno 27/11*

P Wynn Owen Esq
Assistant Private Secretary to the
Chancellor of the Exchequer
Treasury Chambers
Parliament Street
LONDON
SW1P 3AG

Your reference

Our reference

Date 25 November 1985

Dear Mr Wynn-Owen

X | 1. Thank you for your letter of 11 November to Peter Heald. This is just to confirm that we have delivered the enclosed letter to Mr Takeshita's Office. When handing the letter to MOF officials we could not however comment as we did not know what it contained.

Yours ever

D J Fitton

D J Fitton
First Secretary
Economic

RESTRICTED



FROM: N G FRAY

DATE: 7 March 1986

24/34

Mrs Lomax
Mr Kuczys
Mr Wynn Owen
Mrs Henson
Mr Sears
Mr Lyons
Mrs Lester
Mrs Willis
Mr Broadbent
Mr Pegler
Miss Life
Mr Williams
Mr Neilson
Mrs Meason
Mr Norgrove
Miss Frankis
Mr Murphy
Mr Scholar
Mr Pratt
Mr Walters
Mr P Edwards
Mr Lavelle
Miss O'Mara
Mr Pickering
Mr S Kemp

Mr Turnbull
Mr Culpin
Mrs McKinney
Mr R Evans
Mr S Woodall
Mr Gunton
Mr G Johnson
Mr J Richardson
Mr Romanski
Mr Haigh
Mr A Murray
Mr McKenzie
Mr Dyer
Mr Savage
Mr Dolphin
Mr Porteous
Mr Rawlings
Miss Titmuss
Mr Jiwani
Mr Cropper
Mr Lord
Mr H Davies
Mr Lilley H/C
PS/Inland Revenue
PS/Customs & Excise

1986 BUDGET AIDE MEMOIRE

I attach the final version of this year's Aide Memoire. Many thanks to all those who contributed to it.

A handwritten signature in black ink, appearing to read 'Nigel Fray'.
N G FRAY

1986 BUDGET AIDE MEMOIRE

INDIVIDUALS

RL	Rachel Lomax	(5728)
AK	Tony Kuczys	(5418)
PWO	Philip Wynn Owen	(5457)
NF	Nigel Fray	(5597)
MH	Meena Henson	(5769)
IS	Ian Sears	(5512)
TL	Tony Lyons	(3440)
DL	Debbie Lester	(5487)
LW	Lesley Willis	(4262)
RR	Rod Rawlings	(7353)
MS	Michael Scholar	(3016)
RC	Robert Culpin	(3443)
MOM	Margaret O'Mara	(8850)
LM	Liza McKinney	(7457)
RE	Richard Evans	(7603)
SK	Simon Kemp	(5514)
GJ	Graham Johnson	(7565)
JR	John Richardson	(3354)
AM	Andrew Murray	(8534)
CP	Craig Pickering	(5503)
DW	Doug Walters	(8652)
PE	Peter Edwards	(3267)
BD	Brian Dyer	(4749)
RS	Richard Savage	(5532)
BP	Brian Porteous	(8454)
PC	Peter Cropper	(5618)
CU	Central Unit	(3267)
TD	Tony Dolphin	(6160)

Preparation in weeks before the Budget

- DONE (✓)**
- ✓ (1) Arrange audience of The Queen with her Private Secretary
Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc). DL/PWO
CU/RL
- ✓ (2) Check with Speaker on allocation of guest seats available. DL/PWO
- ✓ (3) Consult Chancellor on distribution of seats. Make arrangements for collection of tickets for Speaker's Gallery and under the Gallery. Inform other guests of arrangements for collecting the tickets for Distinguished Stranger's Gallery and Speaker's Gallery (East). DL/PWO
- ✓ (4) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day. NF/RR
- ✓ (5) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC. RC/LM
- ✓ (6) Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks to be available to collate papers on weekend of 15/16 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided. NF
- ✓ (7) Submit publicity arrangements to Chancellor. RC
- ✓ (8) Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom and Reuters, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 79). NF/GJ
- ✓ (9) Arrange for Budget Box to be collected from PRO GJ
- (10) Arrangements for laying of White Papers, etc. BD
- ✓ (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.) PWO

16 Sitting Days before Budget Day

- ✓ (12) Contact Mr Lilley to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning - Tuesday 25 February. BD/Peter Lilley

Two Weeks before Budget Day

- ✓ (13) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements. RL/RC

- (14) LM to organise arrangements for Budget Box photograph. LM
- (15) Draft of T.V. Broadcast to be produced and circulated to other Ministers for comment. HD/RC/RL
- (16) CU co-ordinate along with LM, BD and PWO, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). CU send similar note to Treasury Divisions and Revenue Departments. LM to write to other Departments Chief Press Officers. Both letters to give deadline for arrival of PN's (midday Friday 14 March). EB to get advance copies of PN's. (GJ to confirm number). CU/LM/PWO/BD/GJ
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,48,79,86,87,91,93,110,111,112. LW

Week before Budget

- (18) Budget Box photograph at HMT. LM
- (19) 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: NF

* (ensuring that the Press are kept separate from Diplomats, CBI etc).

- (a) NEDO (211 3000))Each to have 3 (CBI to receive 4) 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)

Nationalised Industries Chairmen's Group 1x SPEECH, SNAPSHOT, FSBR, Cmdr papers PRESS NOTICES

NB. CBI package to be given to Mr Monck along with his own advance package.

- (b) MH to arrange with EF2 Division (TD) to collect for issue after Budget Speech to Australian and New Zealand High Commissions, EEC Diplomatic Missions (including Portugal + Spain), and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (17 sets in all). Check with IDT/EF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. EF2 prepare envelopes. MH/TD/LW

- (c) MH to arrange with DW for collection of 5 copies each of Speech, Snapshot, FSBR, other Command Papers and Press Notices for Mr McKay, Clerk to the Treasury and Civil Service Committee. (See item 107) MH/DW

- (d) RR to arrange shuttle flight for messenger to take package(s) to Scotland, and decide who messenger should be. RR/DL

- (20) FP 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 FP/CU

✓ be delivered to NF and RR in CRU as appropriate (see Annex) by midday on Friday 14 March at the latest. FP arrange for correct number of Green Paper to be delivered. Also arrange with Central Unit for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 18 March.

✓ (21) Decide whether we should send guidance telegram to overseas posts on Budget Day to give gist of Budget and prepare draft. If so, NF to check despatch arrangements with Foreign Office.

CU/NF

✓ (22) All offices to inform RR of requirements for messengers, security guards and vans. RR to send reminder to offices asking them of their requirements.

RR

✓ (23) BD to write to Vote and Printed Paper office concerning embargoes to be observed on the FSBR and related documents.

BD

Wednesday 12 March

✓ (24) EB to provide second draft of Brief to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).

EB

Thursday 13 March

✓ (25) Inform IDT of likely length of Speech.

RL/LM

✓ (26) Contact Cannon Row Police Station to ensure crowds are allowed to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator)

LM

✓ (27) Chancellor's Budget Briefing meeting (4.00 pm)

RL

✓ (28) EB to receive Chancellor's comments on second draft of Brief.

MOM/PWO

✓ (29) Chancellors final comments on FSBR to CU. CU return 2nd page proofs to printer at 12.00 noon.

RL/CU

Friday 14 March

✓ (30) Work as necessary to produce final version of speech.

RL

✓ (31) Send copy of latest draft of Speech to PM if Chancellor wishes.

RL

✓ (32) RE to submit draft Snapshot to Chancellor's Office (to be shown to Chancellor).

LM/EB/RE

✓ (33) Finalise arrangements with BBC for TV Broadcast.

LM

✓ (34) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office.

MS/CU

✓ (35) Submit final draft of TV broadcast if available. Chancellor's Budget Broadcast meeting.

PC/RC
RL

✓ (36) Check with RL whether any other Ministers or officials are to receive advance copies of Budget documents other than those at Annex.

NF/RL

- (37) Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 110). NF
- (38) Check catering and sleeping arrangements for Chancellor's office for 14 and 17 March. NF/RR
- (39) Check with CU/FP/GE & PWO precisely which documents will be in Budget package (eg. any Green Papers), and let RR know. NF/RR
- (40) Check with SK that he will be available on Saturday a.m. to collect copy of speech. NF/SK
- (41) DL to check with BD to ascertain timing of main speakers in Budget Debate, and leave time free in the Chancellor's diary so that he may (if he wishes) listen to the main speakers. DL/BD
- (42) Check arrival of press notices against numbers expected (see Annex). Issue required numbers to LW and Committee Section in accordance with list in Annex. Comm Section/NF

SATURDAY-MONDAY

Saturday 15 March/Sunday 16 March

- (43) Collation of Press Notices by Committee Section and volunteers. BP/RR
- (44) Book proofs of FSBR received by Central Unit, 10.00 a.m., to be returned at 2.00 p.m. DW
- (45) Chancellor: photo-call. LM
- (46) Type Snapshot on A4 paper. IDT/EB
- (47) Check and make corrections in Chancellor's speaking copy, section by section. Chancellor's Office
- (48) Roll off and collate 36 copies of speech for: NF
- Private Secretaries (3)
 - EB (3 copies) - to check Brief, Snapshot and Guidance telegrams
 - Chancellor (2)
 - Prime Minister
 - Governor & Treasury Ministers=(5)
 - Permanent Secretaries (4), Deputy Secretaries (6), Mr Scholar, Mr Monger, Mr Culpin, Mr Dyer, Mr Cropper, Mr Lord, Mr Davies, Mr Pratt, Mr Turnbull, Mr Watson, PS/IR, PS/C&E.
- (49) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/Miss Titmuss
- (50) Send speaking copy and spare to Chancellor. NF

Monday 17 March

- (51) 8.00 a.m. CU sign off final FSBR proof. CU

- (52) Collect Budget Box from IDT. NF/GJ
- (53) 9.00 a.m. Ensure that copies circulated by hand as in item 48. NF
- (54) See item 66 - phone C&E, IR, B of E. IS
- (55) PWO to arrange with Parliamentary Section for a member of Parliamentary to be available in Speakers Yard to greet Chancellor and Mrs Lawson and show latter to her seat. Thereafter to go to Chancellor's PPS's room to guard over copies (see item 91) while Budget Speech is in progress. RS/PWO
- (56) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day. SK
- (57) Confirm likely length of speech with IDT to guide radio/TV. RL/RC
- (58) By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary. RL/LW
- (59) Check any corrections section by section. Chancellor's Office
- (60) 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. RL/LW
- (61) Produce index for speech. Chancellor's Office
- (62) Chancellor due at Buckingham Palace, 6.00 p.m. DL
- (63) Chancellor's Office receive Snapshot from EB(SK) for checking. MOM/SK
- (64) Check that Green Paper, CST Summary and Guide, and Resolutions have arrived in Chancellor's Office. NF
- (65) Final check of Snapshot before collating. MOM
- (66) As soon as final version of brief is available let PS/IR, PS/C&E and BofE know so that they can send a messenger to collect. (Brief will not be ready until very late). NF
- (67) Photocopy 36 copies of final text section by section for
 - Chancellor
 - Prime Minister
 - Other Treasury Ministers (4) See Annex
 - Officials and Advisers (23)
 - Private Secretaries (5)
 - 2 copies for CH/EX's office
 Chancellor's Office
- (68) CX's office rolls off 250 copies of speaking copy, section by section and CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU

BUDGET DAY: 18 March

- (69) 0845: Chancellor (+ family) photocall in St James' Park LM
- (70) Tabling of Budget Resolutions by Parliamentary Counsel.

- (71) Order taxis to take PWO + TL & MH with speech sections to House at 3.00 pm. IS
- (72) 10.00 am: CU/FP to check that FSBR and Green Paper have arrived. CU/FP
- (73) 10.00 am: LM to supervise BBC team at No.11 for TV Broadcast LM
- (74) 10.30 a.m.: Budget Cabinet.
- (75) By 11 a.m. the "compact" master copy of Speech is to be given to Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 79 and 82). From Private Office production of Speech (222 copies) send copies by hand to MOM EB Room 97/2) as soon as possible. One to be marked up for PA, other for reference. When master copy of "marked up" speech is returned to the private office, 10 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters and PA Newsroom, Financial Times Newsroom, Oracle and Ceefax. CT/MH/MOM
- (76) By 11.00 am six copies of speech run off by NF,+FSBR, Green Paper, Press Notices, EPR to give to PE (as decided at item 19d) to take to Scotland. (See Item 104) NF/PE
- (77) By 11.00 am SK to give PE a copy of the Snapshot. PE then takes 5 copies. SK
- (78) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech. PWO
- (79) Prepare packages as follows: LW
- (a) Press Gallery via TL (see item 94)
- 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
 - 1 copy of Snapshot, with each final section (ie 30 snapshots)
- (b) ITN, Wells Street (Miss Bogan to collect)
- 16 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. Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)
- (c) BBC, TV White City (Mr Pegler to collect)

- 11 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. James Long: BBC Economics Editor.
 (NB: These envelopes to be handed over at the end of Chancellor's speech).

(d) BBC Radio, Broadcasting House (Mr Williams to collect)

- 11 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. 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 (Mr Stevens to collect)

- 5 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) Reuters Newsroom (Mr Rowley to collect)

- 1 unstapled speech with sidelines and headlines for page by page distribution *
- 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to Mr David Keefe, Reuters.

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

(g) P.A. Newsroom (Mrs Meason to collect)

- 1 unstapled speech with sidelines and headlines for page by page distribution. *
- (h) P.A. Gallery (Mr Woodal to collect)
 - 1 unstapled speech with sidelines and headlines for page by page distribution*
- (i) F.T. Newsroom (Mr Milner to collect)
 - 1 unstapled speech with sidelines and headlines for page by page distribution. *
 - 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to:

Mr David Walker
News Editor, Financial Times

NB: This envelope only to be handed over at the end of the Chancellor's speech.
- (j) Oracle (Miss Frankis to collect)
 - 1 copy 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 copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (k) Ceefax (Miss Finnegan to collect)
 - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
 - 1 unstapled speech with sidelines and headlines for page by page distribution*
 - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: David Wilson, Manager Teletext.

* 10 'marked-up' copies of Speech (unstapled) are to be provided by IS to LW by 2.30 p.m.

IS

(80) Check arrival in Chancellor's Office of 50 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via Central Unit, 150 copies of Command papers and 13 Briefs (From EB - first 3 to RL, AK and PEW).

NF/IS/MH/SK

(81) Issue 150 copies of FSBR, 150 copies of Command papers, 50 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to LW for distribution as in Annex. (Other 3 Briefs to RL, AK and PWO).

SK/NF/LW

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

RR/GJ

105 copies of Speech and 130 copies of Snapshot 70 copies each of FSBR, HMT's PN, Other Gov. Dept's PN's, other Cmnd Papers to Home Press, Gallery, House of Commons

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.

(83) Start collation of full text of Speech with index and checklist.

Chancellor's Clerks
and Typists

(84) Before 12.00: PWO gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.

PWO/BD

(85) Parliamentary Section to be given 6 copies of FSBR by CU for laying before Parliament.

CU/BD

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

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

LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Chancellor of the Duchy of Lancaster
Officials, etc. (See Annex for list)
(NB. Sir T Burns receives 2 copies of the FSBR)

BP to
provide extra
messenger to
report to NF
by 2.15 pm

Speaker (via Mr Dyer)
Chief Whip (via Mr Dyer)
1 Set of above to Mr Walters (for Northern Ireland Office).
NF to seek authorisation from RL to issue packages to other
Ministers and Officials.

BD

RL/NF

(87) 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)

(NF phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)

NF

- (88) At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to RC for allocation to members of IDT
(Copies of Brief will be send direct to RC by EB for monitoring teams.)

RC

SK

- (89) At 12.30 p.m. Committee Section to pack for IDT:

RR/GJ

- 500 copies of Speech (supplied by CRU)
- 470 copies of FSBR and 350 of other Command Papers.
- 460 copies of other Depts'. Budget Press Notices
- 550 copies of Snapshot
- 683 copies of Tsy Press Notices (103 copies for Treasury Mailing list)
- 440 Cmnd Papers (Green Paper + CST Summary and Guide)

in pre-addressed envelopes (provided by GJ) for Press and other callers to collect

- (90) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to RL, AK and PWO, and of speech only to TL.

LW

- (91) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to:

PWO/LW

Leader of the House of Commons: (Mr Biffen)

Leader of the House of Lords: (Viscount Whitelaw)

Leader of the Opposition (Mr Kinnock)

Shadow Chancellor (Mr R Hattersley)

Chancellor's PPS (Mr P Lilley)

Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command Papers)

Sir William Clark (Chairman of Conservative Finance Committee)

Mr Sheldon, Chairman PAC

Mr T Higgins, Chairman TCSC

Mr T Sainsbury (Treasury Whip)

Mr R Boscawen (1 copy of speech only) for HM the Queen

to be given to PWO to take with him to Mr Lilley's room, for member of Parliamentary Section to guard over and for Mr Lilley and other PPS's to pick up directly after speech and give to those concerned.

- (92) Take Gladstone Box to Chancellor. Make up package consisting of speaking copy of Speech, and copies of FSBR, Resolutions, Snapshot, Command Papers and Press Notices for Chancellor. Ensure he has a copy of the Budget Brief.

RL

Budget Day: After lunch

- (93) Envelope copies of Speeches and FSBR for distribution to members of the Cabinet (other than PM, Chief Secretary LPS + LPC) to be despatched after the Chancellor has sat down.

NF/Chancellor's Office

- (94) TL takes 30 copies of sectioned versions of Speech and snapshot to Gallery/Lobby at the House for IDT (for release during Speech). (See item 79)

GJ/TL

- (95) MH to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. MH to remain in Hansard Office until Ch/Ex sits down. MH
- (96) Chancellor + Mrs Lawson photocall outside No.11 before going to House. LM
- (97) At 3pm Mr Johnson and Mr Lyons assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the "Snapshot" and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with GJ + TL. RR/GJ/TL
- (98) Ensure all officials covering the Official Box have copies of the brief. SK
- IDT to collect packages (see item 89) from Committee Section GJ
- (99) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill: IDT
- (a) In the Press Gallery, JR will authorise the release of the 30 sectioned copies of the Speech. JR
- (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, Oracle and Ceefax) 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.
- (100) Delivery of Snapshot, Treasury Press Notices and other Departments' Press Notices to Vote and Printed Paper Offices RS
- (101) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates. RS
- (102) During Speech: Note changes from typed version. PWO
- At end of Speech
- (103) Set to go to Leader or Deputy Leader of the House of Lords (see Item 91). PWO
- (104) DW to phone PE in Scotland to authorise release of documents. DW
- (105) Despatch by hand copies of Speech to other members of Cabinet (see Item 93). NF
- (106) On instructions from TL, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 79,82+94). TL

(107) Release copies of Speech and FSBR for Cabinet Ministers, (see item 93), Press (see item 97) and envelopes (see item 19) for NEDO, CBI (via Mr Monck), 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 19 to EF2 Division. Also release copies to DW for TCSC (see item 19c)

MH/TD/PWO/DW

(108) Check Hansard.

PWO

(109) Check whether Debate is likely to continue beyond 7.00 pm if so, confirm duty Minister's extensions for bench, taking into account Minister's media engagements (in consultation with RC)

PWO/RC

(110) Send copies as follows:-

MH

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr T Lankester British Embassy Washington	1	3	3	3
Mr D Bostock 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
Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775,
Paris, Cedex, France (1 copy of brief only).

(Copies obtained from LW)

(111) Give 8 copies of Speech, Snapshot, FSBR, Government Papers and any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords.

NF/RS

NF to give 2 copies of Resolutions to RS for Butterworths Law Publishers.

NF/RS

(112) Provide one set of Speech, Snapshot, FSBR, Green Paper, all Press Notices and White Papers to Table Office.

BD

(3)

ANNEX I

RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	GREEN PAPER	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR
NEDO	-	3	-	3	-	3	3	3	3	3	3
TUC	-	3	-	3	-	3	3	3	3	3	3
CBI	-	4	-	4	1	4	4	4	4	4	4
CONSERVATIVE RESEARCH DEPT.	-	1	-	1	-	1	1	1	1	1	1
DIPLOMATIC MISSIONS (17)	-	17	-	17	-	17	17	17	17	17	17
TCSC	-	5	-	5	-	5	5	5	5	5	5
SCOTLAND	-	6	-	6	-	6	6	6	6	6	6
PRESS GALLERY	-	-	30	30	-	-	-	-	-	-	-
ITN	1	2	16	2	-	2	2	2	2	2	2
BBC TV	1	2	11	2	-	2	2	2	2	2	2
BBC RADIO	1	2	11	2	-	2	2	2	2	2	2
IRN	1	1	5	1	-	1	1	1	1	1	1
REUTERS	1	1	-	1	-	1	-	-	1	1	1
PA	1	-	-	-	-	-	-	-	-	-	-
PA (GALLERY)	1	-	-	-	-	-	-	-	-	-	-
FT	1	1	-	1	-	1	-	-	1	1	1
ORACLE	1	1	-	1	-	1	1	1	1	1	1
CEEFAX	1	1	-	1	-	1	1	1	1	1	1
PARLIAMENTARY SECTION	-	2	-	1	-	7	1	7	1	1	1
PRIME MINISTER	-	1	-	1	1	1	1	1	1	1	1
HMT MINISTERS (4)	-	4	-	4	4	4	4	4	4	4	4
SPEAKER	-	1	-	1	1	1	1	1	1	1	1
CHIEF WHIP	-	1	-	1	1	1	1	1	1	1	1
HMT OFFICIALS (17)	-	17	-	17	17	17	17	17	17	17	17
N.I. OFFICE	-	1	-	1	1	1	1	1	1	1	1
SIR L AILEY - IR	-	1	-	1	1	1	1	1	1	1	1
SIR A FRASER - GtE	-	1	-	1	1	1	1	1	1	1	1
CUSTOMS + EXCISE	-	6	-	6	-	6	6	6	6	6	-
INLAND REVENUE	-	6	-	6	-	6	6	6	6	6	-
BANK OF ENGLAND	-	6	-	6	-	6	6	6	6	6	-
SUB-TOTAL (1)	10	97	73	126	26	102	94	100	96	96	78

RECIPIENTS	ONSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	GREEN PAPER	CST SUMMARY + WIDE	HWT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR
IDT (PRESS + CALLERS)	-	500	-	550	-	470	440	440	683	460	-
MR T HIGGINS	-	1	-	-	-	1	1	1	-	-	-
CHANCELLOR, RL, ANK + PWO (4)	-	4	-	4	4	4	4	4	4	4	4
TONY LYONS	-	1	-	-	-	-	-	-	-	-	-
LEADER H/C	-	1	-	-	-	1	1	1	-	-	-
LEADER H/L	-	1	-	-	-	1	1	1	-	-	-
LEADER OF THE OPPOSITION	-	1	-	-	-	1	1	1	-	-	-
SHADOW CHANCELLOR	-	1	-	-	-	1	1	1	-	-	-
MR LILLEY	-	1	-	-	-	1	1	1	-	-	-
MR CHRISTOPHER (IRSF)	-	1	-	-	-	1	-	1	-	-	-
SIR W CLARK	-	1	-	-	-	1	1	1	-	-	-
HON. T. SAINSBURY	-	1	-	-	-	1	1	1	-	-	-
MR BOSCAWEN	-	1	-	-	-	-	-	-	-	-	-
CABINET (EXCL. PM, CST, LG, LB)	-	18	-	-	-	-	-	-	-	-	-
HANSARD	-	1	-	-	-	-	-	-	-	-	-
VOTE + PRINTED PAPER OFFICE	-	-	-	1150	-	-	-	-	1150	1150	-
TABLE OFFICE	-	1	-	1	-	1	1	1	1	1	-
LANNESTER (WASHINGTON)	-	1	-	3	3	3	3	3	3	3	3
BOSTON (BRUSSELS)	-	1	-	3	3	4	4	3	3	3	3
DIRECTOR BIS (NEW YORK)	-	1	-	1	1	1	1	1	1	1	1
BRITISH EMBASSY, PARIS	-	1	-	1	1	1	1	1	1	1	1
UNOEL, OECD	-	1	-	1	1	1	1	1	1	1	1
H/C LIBRARY	-	4	-	4	-	4	4	4	4	4	4
H/L LIBRARY	-	4	-	4	-	4	4	4	4	4	4
HWT LIBRARY	-	-	-	-	-	200	-	-	-	-	-
BUTTERWORTHS	-	-	-	-	2	-	-	-	-	-	-
SUB-TOTAL (11)	-	548	-	1722	15	702	471	471	1855	1632	21
SUB-TOTAL (1)	10	97	73	126	26	102	94	100	96	96	78
TOTAL	10	645	73	1848	41	804	565	571	1951	1728	99

ANNEX II

REQUIREMENTS: FROM SOURCE

REQUIRED BY:	UNSTAPLED SPEECH	✓ WHOLE SPEECH	✓ SECTIONED SPEECH	✓ SNAPSHOT	RESOLUTIONS	FSBR	✓ GREEN PAPER	✓ CST SUMMARY + GUIDE	✓ HMT PRESS NOTICES	✓ OTHER DEPT. PRESS NOTICES	EPR	BRIEF
CHANCELLOR'S OFFICE	10	145 ⁽¹⁾	73	148 ⁽¹⁾	41	150	150	150	118	118	99	
IDT		500 ⁽²⁾		550 ⁽²⁾		470	440	440	683	460		
PARLIAMENTARY SECTION				1150 ⁽²⁾				7	1150	1150		
CENTRAL UNIT						15						
EB												170
HMT LIBRARY						200						
TOTAL	10	645		1848	41 (+9 SPARE=50)	804 (+ SPARE=835)	564 (+ SPARE=590)	571 (+ SPARE=597)	1951	1728	99	170

SUPPLIED BY:

CHANCELLOR'S OFFICE	10	145 ⁽¹⁾	73	148 ⁽¹⁾								
HMSO (CU ORDER)						835						
HMSO (FP ORDER)							590					
PARLIAMENTARY COUNSEL (FP ORDER)					50							
COMMITTEE SECTION		500 ⁽²⁾		1700 ⁽²⁾					1951	1728	99	170
GEP (FROM HMSO)								597				
TOTAL	10	645	73	1848	50	835	590	597	1951	1728	99	170

ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION: CHANCELLOR'S OFFICE

PACKAGE 'A': SPEECH, SNAPSHOT, RESOLUTIONS, FSBR GREEN PAPER, CST SUMMARY+GUIDE MMTPN'S, ODPN'S, EPR.

PACKAGE 'B': SPEECH, SNAPSHOT, FSBR, GREEN PAPER, CST SUMMARY+GUIDE, MMTPN'S, ODPN'S, EPR

PACKAGE 'C': SPEECH, FSBR, GREEN PAPER, CST SUMMARY.

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
NEDO	-	✓(3)	-		<p>TO BE COLLECTED FROM ENQUIRY ROOM AFTER SPEECH 'X'</p> <p>TO BE GIVEN TO MR MONCK IN ADVANCE. PACKAGE WILL SEE 'X' ABOVE [BE HANDED TO CBI AFTER SPEECH</p> <p>EF2 COLLECT PACKAGES FROM CHANCELLOR'S OFFICE AT 3.30 EF2 DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN CHANCELLOR SITS DOWN.</p> <p>TO BE HANDED TO DW AFTER SPEECH BY 11.00 am</p> <p>TO BE TAKEN TO HOUSE BY TL FOR PAGE-BY-PAGE DISTRIB^N</p> <p>TO BE COLLECTED FROM 2.30pm AT CH/EX OFFICE FOR PAGE-BY-PAGE DISTRIBUTION AS CH/EX SPEAKS PACK 'B'; TO BE HANDED OVER AT END OF SPEECH</p>
TUC	-	✓(3)	-		
CBI	-	✓(4)	-	+ 1 RESOLUTION	
CONSERVATIVE RESEARCH DEPT	-	✓	-		
AUSTRALIAN H.C	-	✓	-		
NEW ZEALAND H.C.	-	✓	-		
CANADIAN H.C.	-	✓	-		
JAPANESE EMBASSY	-	✓	-		
US EMBASSY	-	✓	-		
FRENCH EMBASSY	-	✓	-		
W GERMAN EMBASSY	-	✓	-		
LUXEMBOURG EMBASSY	-	✓	-		
BELGIAN EMBASSY	-	✓	-		
DANISH EMBASSY	-	✓	-		
EIRE EMBASSY	-	✓	-		
ITALIAN EMBASSY	-	✓	-		
GREEK EMBASSY	-	✓	-		
NETHERLANDS EMBASSY	-	✓	-		
SPANISH EMBASSY	-	✓	-		
PORTUGUESE EMBASSY	-	✓	-		
ICSC	-	✓(5)	-		
SCOTLAND	-	✓(6)	-		
PRESS GALLERY *	-	-	-	30 X SECTIONED SPEECH, 30X SNAPSHOT	
ITN	-	-	-	16 X SECTIONED SPEECH, 1X UNSTAPLED	
SUE TINSON, ITN BUDGET PROG	-	✓	-		
ECONOMICS EDITOR, CH. 4	-	✓	-		
BBC TV	-	-	-	11 X SECTIONED SPEECH, 1X UNSTAPLED	
PRODUCER, BBC BUDGET PROG.	-	✓	-		
JAMES LONG, BBC ECONOMICS EDITOR	-	✓	-		

† Sir P Middleton, Sir T Burns (2x FSBR),
 Mr FER Butler, Sir G Litter,
 Mr Cassell, Mr Byatt, Mr Anson,
 Mr Monck, Mr Scholar, Mr Manger,
 Mr Watson, Mr Culpin, Miss O'Mara,
 Mr Pratt, Mr Cooper, Mr Lord, Mr H Davies

Mr Kemp.

RECIPIENT	PACK A	PACK B	PACK C	OTHER
✓ BBC RADIO	-	-	-	11x SECTIONED SPEECH, 1x UNSTAPLED
BBC ECONOMICS CORRESPONDENT	-	✓	-	
PRODUCER, PM BUDGET SPECIAL	-	✓	-	
✓ IRN	-	-	-	5x SECTIONED SPEECH, 1x UNSTAPLED
DOUGLAS HADFIELD, ECONOMICS EDITOR, LISC	-	✓	-	
✓ REUTERS	-	-	-	1x UNSTAPLED
DAVID KEEFE, REUTERS	-	✓	-	
✓ PA NEWS ROOM	-	-	-	1x UNSTAPLED
✓ PA GALLERY	-	-	-	1x UNSTAPLED
✓ FT NEWS ROOM	-	-	-	1x UNSTAPLED
DAVID WAUGER, NEWS EDITOR, FT	-	✓	-	
✓ ORACLE	-	-	-	1x UNSTAPLED
PETER HALL, EDITOR, ORACLE	-	✓	-	
✓ CEEFAX	-	-	-	1x UNSTAPLED
DAVID WILSON, MANAGER, TELETEXT	-	✓	-	
PRIME MINISTER	✓	-	-	
HM/T MINISTERS (4)	✓ (4)	-	-	
HM/T OFFICIALS (17)†	✓ 17	-	-	
NORTHERN IRELAND OFFICE	✓	-	-	
SIR L AIRY - IR	✓	-	-	
SIR A FRASER - CTE	✓	-	-	
CUSTOMS + EXCISE	-	✓ (6)	-	
INLAND REVENUE	-	✓ (6)	-	
BANK OF ENGLAND	-	✓ (6)	-	
CHANCELLOR, RL, AWK, PWD	✓ (4)	-	-	+ 4x BRIEF
TONY LYONS (SEE ABOVE)	-	-	-	1x SPEECH, 30x SECTIONED, 30x SNAPSHOT
LEADER H/C (GIBSON)	-	-	✓	
LEADER H/L (WHITELAW)	-	-	✓	
LEADER OPPOSITION (KINNOCK)	-	-	✓	
SHADOW CHANCELLOR (HATTERSLEY)	-	-	✓	
MR T HIGGINS	-	-	✓	

TIME TO BE DELIVERED

TO BE COLLECTED FROM 2.30pm AT CHXK OFFICE FOR PAGE-BY-PAGE DISTRIBUTION AS CHXK SPEAKS PACK B'S TO BE HANDED OVER AT END OF SPEECH

BY 12.30 (RL TO AUTHORISE RELEASE)

- FOR PAGE-BY-PAGE DISTRIBUTION DURING SPEECH
 - DELIVERED BY PPS'S
 - DELIVERED BY PPS'S
 TO BE TAKEN TO THE HOUSE BY PWD AT 3.00pm AND RELEASED TO PPS'S WHEN THE CHANCELLOR HAS SAT DOWN.

RECIPIENT	PACK A	PACK B	PACK C	OTHER
MR PETER LILLY	-	-	✓	
MR CHRISTOPHER (IRSF)	-	-	✓	SPOT GREEN PAPER
SIR W CLARK	-	-	✓	
MR R SHELDON	-	-	✓	
HON. T SAINGSBURY	-	-	✓	
MR BOSCAWEN	-	-	-	1 X SPEECH (FOR H.M. QUEEN)
CABINET, (EXCL. PM, IST, LFC, LPS)	-	-	-	18 X SPEECH, FSBP SPOT GREEN
HANSAARD	-	-	-	1 X SPEECH
MR LANFESTER (WASHINGTON)	✓(3)	-	-	ONLY 1 SPEECH + 1 X BRIEF
MR BOSTOCK (BRUSSELS)	✓(3)	-	-	1 X BRIEF, 4 X FSBP, 4 X SUMMARY, 4 X GREEN.
DIRECTOR BIS (NEW YORK)	✓	-	-	
BRITISH EMBASSY, PARIS	✓	-	-	
UKDEL, OECD	✓	-	-	
SPEAKER	✓	-	-	
CHIEF WHIP	✓	-	-	
BRIAN DYER (FOR SPEAKER'S PS)	-	-	-	1 X SPEECH
FABUE OFFICE	-	✓	-	
H/C LIBRARY	-	✓(4)	-	} NO EPR
H/L LIBRARY	-	✓(4)	-	

TIME TO BE DELIVERED

- SPOKEN TO IN ADVANCE
- TO BE TAKEN TO HOUSE BY PMO AT 3.00 pm AND RELEASED WHEN CHANCELLOR HAS SAT DOWN
- TO BE DESPATCHED WHEN CHANCELLOR SITS DOWN
- TO BE TAKEN BY MH BY 3.15 pm FOR PAGE-BY-PAGE DISTRIBUTION
- BY DIPLOMATIC BAG ?
- BY 12.30 (VIA BD)
- TO RS BY 3.00 pm

RESPONSIBILITIES FOR DISTRIBUTION: IDT

RECIPIENT	SPEECH	SNAPSHOT	FSBR	GREEN PAPER	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES					
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	20	20	-	-	-	-	-					
FLEET ST. PRESS	150	150	150	150	150	150	150					
NON-PRESS	180	180	180	180	180	180	180					
DEPARTMENT'S PRESS OFFICES	30	30	30	30	30	30	30					
HMT MAIL LIST	-	-	-	-	-	-	103					
SPARES, INCL. ENQUIRY ROOM	15	20	20	10	10	50	30					
FFJG	-	20	20	-	-	-	-					
TOTAL	500	550	470	440	440	683	460					

RESPONSIBILITIES FOR DISTRIBUTION: CENTRAL UNIT

RECIPIENTS	FSBR	PACK A	PACK B									
PARLIAMENTARY SECTION	6			}	FROM	HMISO						
CENTRAL UNIT (SPARE)	9											
TCSC			5	}	FROM	CHANCELLOR'S OFFICE						
NI OFFICE		1	6									
SCOTLAND												
TOTAL	15	1	11									