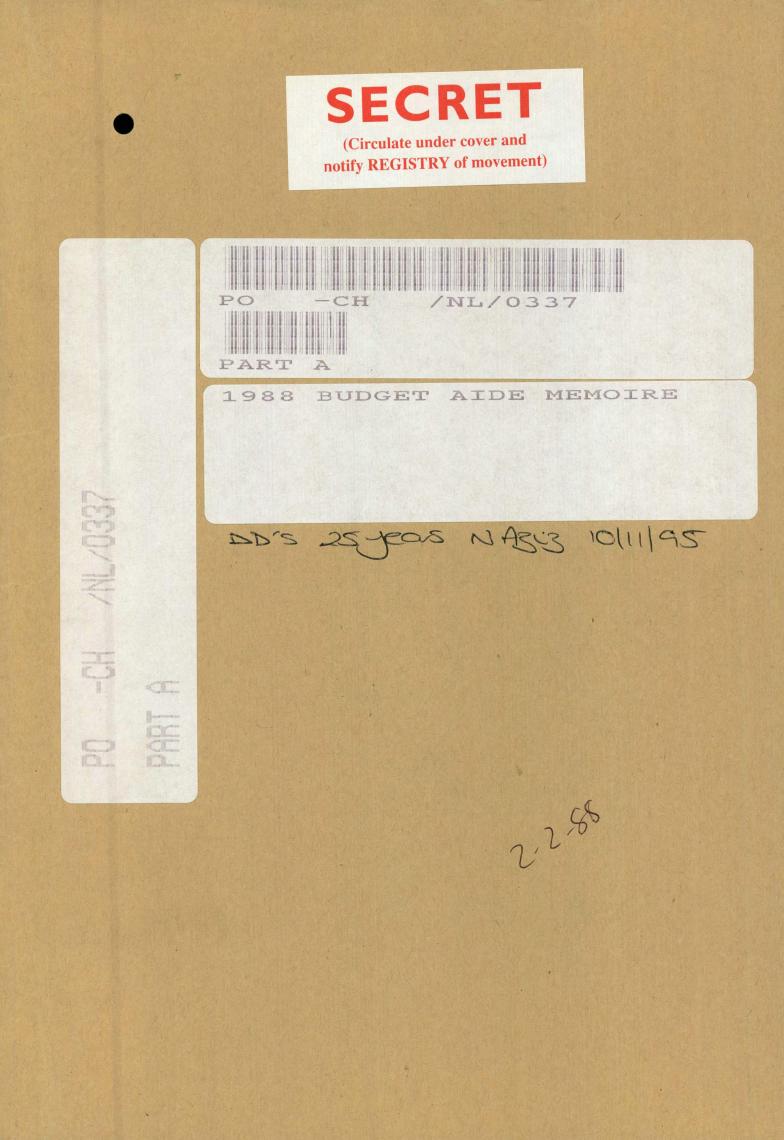
PO-CH/NL/0337 PART A



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CONFIDENTIAL

Comments taken on Boan



FROM: A A DIGHT DATE: 7 January 1988

MR A C S ALLAN MR TAYLOR MISS WALLACE MR HUDSON MRS THORPE MR WILLIAMS MR LYONS MISS MURPHY MRS SPRAGG MISS RUTTER MS EVEREST PHILLIPS MR HEYWOOD MISS FEEST MR BARNES MR WESTHEAD MR JUDGE MRS CHADWICK MR SARGENT MR MONCK MR LANKESTER MR CULPIN MR TURNBULL MR ODLING-SMEE MISS C EVANS MRS BURNHAMS MR MICHIE MR K SEDGWICK MR PICKFORD MISS SIMPSON MR S KEMP MR R I G ALLEN MR BUSH

Thanks. A few changes. Mr Allan may have more on the timing of the different versions of the speech bet me know it it 's not clear.

MR FLITTON MR R EVANS MR P EDWARDS MR DYER MR R SAVAGE MR T DAVIES MR D SAVAGE MR C KNIGHT MR PORTEOUS MR RAWLINGS MR G ROGERS MISS TITMUSS MR CROPPER MR TYRIE MR CALL

MR N FORMAN MP H/C PS/INLAND REVENUE PS/CUSTOMS AND EXCISE

### 1988 BUDGET AIDE MEMOIRE: FIRST DRAFT

I attach the first draft of this year's Aide Memoire. I should be grateful if all copy recipients would check through the Aide Memoire for any errors or additions, and in particular the following items:

| Would Mr Dyer confirm the date for the Ten Minute Rule Bill to be    |
|--|
| handed to the Public Bill Office.                                    |
| Would Mr Monck confirm that he wishes to deliver the Budget          |
| packages to the CBI as in previous years.                            |
| Would John Flitton provide a list of volunteer's to take packages to |
| TV and radio stations.   |
|  |



Item 110: Would John Flitton also arrange for a volunteer to accompany Peter Edwards.

FSBR: Would FP check that dates and deadlines are acceptable.

BudgetBrief &Snapshot

2. It would be appreciated if any comments could reach me by Friday 15 January 1988.

rdrdwight A A DIGHT

## 1988 BUDGET AIDE MEMOIRE

| AA  | Alex Allan      | (4330) |
|-----|-----------------|--------|
| JT  | Jonathan Taylor | (4519) |
| MW  | Moira Wallace   | (5004) |
| AH  | Andrew Hudson   | (5021) |
| JTH | Julie Thorpe    | (5011) |
| AD  | Anthony Dight   | (5012) |
| JW  | Julian Williams | (5014) |
| TL  | Tony Lyons      | (5013) |
| SM  | Sarah Murphy    | (5015) |
| PS  | Pat Spragg      | (5167) |
| RC  | Robert Culpin   | (4419) |
| CE  | Carys Evans     | (5170) |
| TB  | T Burnhams      | (5179) |
| KS  | Kevin Sedgwick  | (5169) |
| SP  | Steven Pickford | 4549)  |
| SK  | Simon Kemp      | (5208) |
| RA  | Richard Allen   | (4420) |
| НВ  | Harry Bush      | (5252) |
| JF  | John Flitton    | (5188) |
| RE  | Richard Evans   | (5245) |
| PE  | Peter Edwards   | (5248) |
| BP  | Brian Porteous  | (4830) |
| RR  | Rod Rawlings    | (4889) |
| TD  | Tony Dolphin    | (5546) |
| PC  | Peter Cropper   | (4359) |
| СТ  | Chris Titmuss   | (4840) |
| BD  | Brian Dyer      | (4520) |
| RS  | Richard Savage  | (5006) |
| TJD | Tony Davies     | (5163) |
|     |                 |        |

### Preparation in weeks before the Budget

| Prepa   | ration in weeks before the Budget  |                 |
|---------|--|-----------------|
| (1)     | Arrange audience of The Queen with her Private Secretary<br>Clear date of Budget with No.10 (checking that there are no State<br>Visits, Archbishop's enthronements etc).  | JTH/MW<br>TB/AA |
| (2)     | Check with Speaker on allocation of guest seats available.   | JTH/MW          |
| (3)     | Consult Chancellor on distribution of seats. Make arrangements<br>for collection of tickets for Speaker's Gallery and under the<br>Gallery. Inform other guests of arrangements for collecting the<br>tickets for Distinguished Stranger's Gallery and Speaker's Gallery<br>(East).  | JTH/MW          |
| (4)     | Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.  | AD/RR           |
| (5)     | Arrange for TV Broadcast, in conjunction with Chief Whip's Office.<br>Discuss arrangements for TV Broadcast with the BBC.  | RA/JF           |
| (6)     | Arrange for members of Chancellor's Registry and volunteers from<br>other Private Offices' clerks, if required, to be available to collate<br>papers on weekend of 12/13 March and on Budget Day. (For IDT as<br>well).<br>Check with EOG (David Lodge) for overnight accomodation to be<br>provided.  | AD              |
| (7)     | Submit publicity arrangements to Chancellor.   | RA              |
| (8)     | Make arrangements for providing Press Gallery (P.A.), P.A.<br>Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle,<br>Ceefax and Financial Times with Speech section by section (see<br>item 92).   | AD/JF           |
| (9)     | Arrange for Budget Box to be collected from PRO  | PE              |
| (10)    | Arrangements for laying of White Papers, etc.  | BD              |
| (11)    | Circulate roster of Ministers covering Treasury Bench and officials<br>covering official box (or available on the 'phone) for Budget<br>Statement, remainder of Budget Day and three days of subsequent<br>Debate. (Note that Ministers are required for T.V. Broadcasts.)   | MW              |
| 16 Site | ting Days before Budget Day  |                 |
| (12)    | Contact Mr Forman to confirm that a Member will sleep overnight<br>in the Conference Room adjacent to the Public Bill Office (Whips<br>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br>can be handed in immediately the Public Bill Office opens (circa<br>10.00am) the following morning <u>Tuesday</u> , 23 February. | BD/Nigel Forman |
| Two w   | eeks 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.

AA/RA

ACTION

- (14) JF to organise arrangements for Budget Box photograph.
- (15) Lraft of T.V. Broadcast to be produced and circulated to other Ministers for comment.
- (16) TB co-ordinate along with PE, BD and MW, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). TB send similar note to Treasury Divisions and Revenue Departments. PE to write to other Departments Chief Press Officers. Both letters to give deadline for arrival of PN's (midday Friday 11 March). EB to get advance copies of PN's. (PE to confirm number of PNs expected per Department).
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124.

### Week before Budget

- (18) Budget Box photograph at HMT.
- (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:
- (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<br>for CBI         |
|     | NICG (235 2020)       |  |
|     | Conservative Research |  |

Conservative Research Dept (222 9000)

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liasing with CBI for collection of package).

(b) JW to arrange with IF2 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 (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

(c) RR to arrange shuttle flight for messenger to take package(s) to Scotland.

(20) FP confirm with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to AD and RR in CRU as appropriate (see Annex) by JW/TD

JF

Chancellor's

Office

AD

RR

JF

91.

RA/AA

SP/TB/PE/MW/BD

|      | midday on Friday 11 March at the latest. TB to arrange for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March.  |          |
|------|---|----------|
| (21) | Check with FP/GE & MW precisely which documents will be in<br>Budget package (eg. any Command Papers), and let RR know.   | AD/RR    |
| (22) | AD to check despatch arrangements with Foreign Office (May<br>Gibson 210-6128) for guidance telegram to overseas posts on<br>Budget Day.  | AD       |
| (23) | All offices to inform RR of requirements for messengers, security<br>guards and vans RR to send reminder to offices asking them of<br>their requirements.   | RR       |
| (24) | BD to write to Vote and Printed Paper office concerning<br>embargoes to be observed on the FSBR and related documents.  | BD       |
|      | Tuesday 8 March   |          |
| (25) | First draft and structure of Backbenchers' Brief cleared with officials, including EB and FP.   | PC/EB/FP |
|      | Wednesday 9 March   |          |
| (26) | EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).   | EB       |
|      | Thursday 10 March   |          |
| (27) | Inform IDT of likely length of Speech.  | AA/RA    |
| (28) | Contact Cannon Row Police Station to ensure crowds are allowed<br>to congregate behind barrier opposite No.11 for benefit of<br>photographers when he leaves for the House. (Clear with No.10<br>security co-ordinator) | JF       |
| (29) | EPR Supplement to printer   | RA       |
| (30) | EB to receive Chancellor's comments on drafts of key briefs.<br>Meeting if necessary.   | AA/EB    |
| (31) | Draft of Backbenchers' Brief to Chancellor.   | PC       |
| (32) | Chancellor's final comments on FSBR to FP (by 10.00am). FP return 2nd page proofs to printer.   | AA/RC    |
| (33) | FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.  | FP       |
|      | Friday 11 March   |          |
| (34) | Work as necessary to produce final version of speech.   | АА       |
| (35) | Send copy of latest draft of Speech to PM if Chancellor wishes.   | АА       |
| (36) | RE to submit draft Snapshot to Chancellor's Office having cleared<br>with FP and FB (to be shown to Chancellor).  | CE/EB/RE |



| (37)   | Finalise arrangements with BBC for TV Broadcast.  | JF                               |
|--------|---|----------------------------------|
| (38)   | Prepare summary for The Queen and overseas posts (may also be used at Budget Cabinet) Submit to Chancellor's Office.  | RC                               |
| (39)   | EPR proof to Chancellor   | RA                               |
| (40)   | Submit final draft of TV broadcast if available.<br>Chancellor's Budget Broadcast meeting.  | PC/RA<br>AA                      |
| (41)   | Check with AA whether any other Ministers or officials are to<br>receive advance copies of Budget documents other than those at<br>Annex.   |                                  |
| (42)   | Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 122).   | AD                               |
| (43)   | Chancellor's comments on backbenchers' Brief to Special Advisers.   | AA/PC                            |
| (44)   | Check catering and sleeping arrangements for Chancellor's office for 11 and 14 March.   | AD/RR                            |
|        |   |                                  |
| (45)   | JTH to check with BD to ascertain timing of main speakers in<br>Budget Debate, and leave time free in the Chancellor's diary so<br>that he may (if he wishes) listen to the main speakers.  | JTH/BD                           |
| (46)   | JTH to co-ordinate Chancellor's meeting with the Backbench Finance Committee  | JTH                              |
| (47)   | Check arrival of press notices against numbers expected (see<br>Annex). Issue required numbers to AD and Committee Section in<br>accordance with list in Annex.   | Comm Section/AD                  |
|        |   | SATURDAY-MONDAY                  |
| Saturd | ay 12 March/Sunday 13 March   |                                  |
| (48)   | Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are<br>required by Parliamentary Section). | BP/RR                            |
| (49)   | Book proofs of FSBR received by FP,<br>10.00 a.m., to be returned pm (copied to Chancellor).  | тв                               |
| (50)   | Chancellor: photo-call.   | JF                               |
| (51)   |   |                                  |
| (0-1)  | Type Snapshot on A4 paper.  | IDT/EB                           |
| (52)   | Type Snapshot on A4 paper.<br>Check and make corrections in Chancellor's speaking copy, section<br>by section.  | IDT/EB<br>Chancellor's<br>Office |

| (54)  | Roll off and collate 36 copies of speech for:  | AD   |
|-------|--|--|
|       | <ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> <li>Prime Minister</li> </ul>   |  |
|       | <ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,</li> <li>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,</li> <li>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>   |  |
| (55)  | Mr Cropper has Backbenchers' Brief checked for factual accuracy<br>by EB.  | PC/EB  |
| (56)  | Send speaking copy and spare to Chancellor.  | AD   |
| Monda | ay 14 March  |  |
| (57)  | 8.00 a.m. CE sign off final FSBR proof.<br>IDT sign off EPR proof  | CE<br>RA   |
| (58)  | Collect Budget Box from IDT.   | AD/JF  |
| (59)  | 9.00 a.m. Ensure that copies circulated by hand as in item 54.   | AD   |
| (60)  | See item 81 - phone C&E, IR, B of E.   | WL   |
| (61)  | MW to confirm with Tony Davies that he will be available in<br>Speakers Yard to greet Chancellor and Mrs Lawson and show latter<br>to her seat. Thereafter to go to Chancellor's PPS's room to guard<br>over copies (see item 104) while Budget Speech is in progress. | TJD/MW   |
| (62)  | Chancellor's Office to receive from EB 2 copies of near-final draft<br>of Brief during course of day.  | SK   |
| (63)  | Mr Evans gives Chancellor's Office 2 copies of near-final draft of Snapshot during course of day.  | RE   |
| (64)  | Confirm likely length of speech with IDT to guide radio/TV.  | AA/RA  |
| (65)  | By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary.   | AA/PS  |
| (66)  | Check any corrections section by section.  | Chancellor's   |
| (67)  | Evening - either obtain confirmation from Chancellor that Speech<br>can be regarded as final or amend speaking copy in accordance<br>with his instructions. <u>Text must be finalised</u> .  | Office<br>AA/PS  |
| (68)  | Final check of Backbenchers' Brief by EB.  | PC/EB  |
| (69)  | Produce index for speech.  | Chancellor's   |
| (70)  | Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.  | Office<br>JTH  |
| (71)  | Chancellor's Office receive Snapshot from RE for checking.   | SP/SK  |
|       |  | A Second state of the seco |

| (7 | 2)   | Check that CST Summary and Guide, Resolutions and EPR<br>Supplement have arrived in Chancellor's Office. (C Knight)  | AD                         |
|----|------|--|----------------------------|
| (7 | 3)   | Advisers re-submit Backbenchers' Brief to Chancellor for final approval.   | PC/AA                      |
| (7 | 4)   | Final check of Snapshot before collating.  | SP                         |
| (7 | 5)   | CRU roll off 170 copies of Budget Brief.   | СТ                         |
| (7 | 6)   | Photocopy 30 copies of final text section by section for   | Chancellor's               |
|    |      | <ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>  | Office                     |
| (7 | 7)   | CX's office rolls off 99 copies of speaking copy, 75 copies section<br>by section and 13 unstapled sets. And CRU rolls off 1700 copies of<br>snapshot.   | Chancellor's<br>Office/CRU |
| (7 | 8)   | As soon as possible Mr Cropper lets Miss Titmuss have the master<br>copy of the Backbenchers Budget Brief. Miss Titmuss will run off<br>400 copies. Mr Cropper will arrange for these to be distributed by<br>the Parliamentary Private Secretaries following the Budget<br>Speech.  | PC/CT                      |
|    |      |  |                            |
| BI | UDGE | TDAY: 15 March   |                            |
| (7 | 9)   | 0845: Chancellor (+ family) photocall in St James' Park  | JF                         |
| (8 | 0)   | Tabling of Budget Resolutions by Parliamentary Counsel.  | FP                         |
| (8 | 1)   | As soon as final version of brief is available let PS/IR, PS/C&E and<br>BofE know so that they can send a messenger to collect. (Brief may<br>not be ready until very late).   | AD                         |
| (8 | 2)   | Order taxis to take MW & JW with speech sections to House at 3.00 pm.  | WL                         |
| (8 | 3)   | 10.00 am: TB to check that FSBR has arrived.   | ТВ                         |
| (8 | 4)   | 10.00 am: JF to supervise BBC team at No.11 for TV Broadcast   | JF                         |
| (8 | 5)   | 10.30 a.m.: Budget Cabinet (time to be confirmed).   | JTH                        |
| (8 | 6)   | RE to "mark up" (sideline) final version of speech   | HB/RE                      |
| (8 | 7)   | EB to double-check headlined version of the speech.  | EB                         |
| (8 | 8)   | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 500 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons<br>and to IDT (see Items 92 and 95). From Private Office production<br>of Speech send one copy by hand to SP EB Room 97/2) as soon as<br>possible. Copy to be marked up for PA. When master copy of | CT/JW/SP                   |

"marked up" speech is returned to the private office, 13 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters, AP Dow Jones and PA Newsroom, Financial Times Newsroom, Oracle and Ceefax.

- (89) By 11.00 am six copies of speech run off by AD, FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 19c) to take to Scotland. (See Item 117)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) 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.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 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) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 <u>unstapled</u> Speech with sidelines and headlines for pageby-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)

### (d) BBC, TV White City (..... to collect)

- 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for pageby-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.

AD/KS

RE

MW

Chancellor's Office (NB: These envelopes to be handed over at the end of Chancellor's speech).

- (e) BBC Radio, Broadcasting House (..... 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:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... 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 pageby-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

### (g) Reuters Newsroom (..... 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.

- (h) AP Dow Jones (..... 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 to Mr Gittler

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

- (i) P.A. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes 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.

- (k) Oracle (.....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.
- (1) Ceefax (.....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.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD

(95)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):-105 copies of Speech and 130 copies of Snapshot 70 copies each of FSBR, HMT's PN, Other Gov. Dept's PN's, other

> 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.

Cmnd Papers to Home Press, Gallery, House of Commons

- (96) Start collation of full text of Speech with index and checklist.
- (97) Before 12.00: MW gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.
- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.
- (99)By 12.30 p.m.: Make up and despatch SECRET envelopes containing

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

Prime Minister\* Chief Secretary (2xFSBR) Financial Secretary (2xFSBR) Paymaster General (2xFSBR) Economic Secretary (2xFSBR) Chancellor of the Duchy of Lancaster Officials, etc. (See Annex for list) (NB. Sir T Burns, Mr E P Kemp and Mr Call receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of **Press Notices.**
- At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and (100)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) |

BP to provide extra messenger to

Chancellor's

Clerks

Chancellor's Clerks

and Typists

MW/BD

TB/BD

report to AD by 2.15 pm

BD

AA/AD

RR/PE

|   |        | (AD phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)   | AD              |
|---|--------|--|-----------------|
|   | (101)  | At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command<br>Papers and Press Notices to be issued to HB for allocation to   | НВ              |
|   |        | members of IDT<br>(Copies of Brief will be send direct to RA by EB for monitoring<br>teams.)   | SK              |
|   | (102)  | At 12.30 p.m. Committee Section to pack for IDT:   | RR/PE           |
|   |        | <ul> <li>517 copies of Speech (supplied by CRU)</li> <li>487 copies of FSBR</li> </ul>   |                 |
|   |        | - 487 copies of other Depts'. Budget Press Notices   |                 |
|   |        | - 547 copies of Snapshot   |                 |
|   |        | <ul> <li>- 623 copies of Tsy Press Notices (103 copies for Treasury Mailing lis</li> <li>- 467 Cmnd Papers (CST Summary and Guide)</li> </ul>                        | t)              |
|   |        | in pre-addressed envelopes (provided by PE) for Press and other callers to collect   |                 |
|   | (103)  | l set each of Speech, Snapshot, FSBR, Resolutions, Command<br>Papers and Press Notices to be given to AA, JT, AH and MW, and<br>of speech only to JW.                | AD              |
|   |        |  | AH              |
|   | (104)  | 1 set each of Speech, FSBR, and Command Papers in sealed<br>envelopes addressed to:  | MW/AD/RS        |
| 1 | /      | Leader of the House of Commons: (Mr Biffen)  |                 |
| X | 5      |  |                 |
|   |        | Leader of the House of Lords: (Viscount Whitelaw) Lord Belstead  |                 |
| > | -      | Leader of the Opposition (Rt. Hon. N Kinnock MP)<br>Shadow Chancellor (Rt. Hon. R Hattersley MP) J. Smith MP   |                 |
|   |        | Chancellor's PPS (Mr N Forman MP)  |                 |
|   | V      | Rt Hon D Steel MP<br>Rt Hon R Maclennøn MP<br>Dt Hon L Melmann MP<br>)Only   |                 |
|   | ~      | Rt Hon J Molyneaux MP )Only  |                 |
|   |        | Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command<br>Papers)  |                 |
|   |        | Sir William Clark MP (Chairman of Conservative Finance Committee)  |                 |
|   |        | Mr Sheldon MP, Chairman PAC  |                 |
|   |        | Rt. Hon. T Higgins MP, Chairman TCSC<br>Mr M Neubert MP (Treasury Whip)  |                 |
|   |        | Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen   |                 |
| X |        | to be given to MW to take with her to Mr Forman's room, for member<br>of Parliamentary Section to guard over and for Mr Forman and other                             |                 |
|   |        | PPS's to pick up directly after speech and give to those concerned.  |                 |
|   | (105)  | Take Gladstone Box to Chancellor. Make up package consisting of  | AA/AE           |
|   |        | speaking copy of Speech, and copies of FSBR, Resolutions,<br>Snapshot, Command Papers and Press Notices for Chancellor.<br>Ensure he has a copy of the Budget Brief. |                 |
|   | Budget | Day: After lunch   |                 |
|   |        |  | AD/Chancellor's |
|   | (106)  | Envelope copies of Speeches and FSBR for distribution to members   | Office          |

(106) 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.



- (107) <u>At 2.30 pm</u>: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and ...... 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 Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

IDT to collect packages (see item 102) from Committee Section

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, 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.
- (113) Delivery of Snapshot, Treasury Press Notices and other Departments' Press Notices to Vote and Printed Paper Offices
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates 1988-89 Summary & Guide.
- (115) During Speech: Note changes from typed version.

#### At end of Speech

- (116) Set to go to Leader or Deputy Leader of the House of Lords (see Item 104).
- (117) TB to phone KS in Scotland to authorise release of documents.
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106).

JW

JF

RR/PE

SK

JF

IDT

JF

RS

RS

MW

TB

AD

AH MW

(119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) 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 IF2 Division.

- (120) Check Hansard.
- (121) 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)
- (122) Send copies as follows:-

|   | Speech<br>and<br>Brief | Snapshot<br>Resolution,<br>Press Notices | FSBR | Cmd Papers |  |  |
|---|------------------------|--|------|------------|--|--|
| Mr F Cassell<br>British Embassy<br>Washington | 1                      | 3  | 3    | 3          |  |  |
| Mr D Bostock<br>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).

- (123) Give 8 copies of Speech, Snapshot, FSBR, Government Papers and AD/RS any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords.
   AD to give 2 copies of Resolutions to RS for Butterworths Law AD/RS Publishers.
- (124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

BD

# ANNEX I

| RECIPIENTS                  | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SECTIONED<br>SPEEGH | SNAPSHOT | RESOLUTIONS | FSBR | CST<br>SUMMARY<br>+ GUIDE | HMT<br>PRESS<br>NOTICES | OTHER DEPT.<br>AREAS<br>NOTICES | EPR<br>SUPALEMENT | endlet<br>bruct |                   |
|-----------------------------|---------------------|-----------------|---------------------|----------|-------------|------|---------------------------|-------------------------|---------------------------------|-------------------|-----------------|-------------------|
| NEDO                        | -                   | 3               | -                   | 3        | -           | 3    | 3                         | 3                       | 3                               | 3                 | -               |                   |
| TUC                         | -                   | 3               | -                   | 3        | -           | 3    | 3                         | 3                       | 3                               | 3                 |                 |                   |
| CBI                         | -                   | 4               | -                   | 4        | 1           | 4    | 4                         | 4                       | 4                               | 4                 | -               |                   |
| CONSERVATIVE RESEARCH DEPT. | -                   | i               | -                   | 1        | -           | 1    | 1                         | i i                     | 1                               | 1                 | -               | A Store Provide   |
| DIPLOMATIC MISSIONS (16)    |                     | 16              | -                   | 16       | -           | 16   | 16                        | 16                      | 16                              | 16                | - 14            | And States        |
| TCSC                        |                     | 5               | -                   | 5        | -           | 5    | 5                         | 5                       | 5                               | 5                 | -               |                   |
| SCOTLAND                    | -                   | 6               | -                   | 6        |             | 6    | 6                         | 6                       | 6                               | 6                 | -               |                   |
| PRESS GALLERY               | -                   | -               | 30                  | 30       | -           | - A  | -                         | -                       | -                               | -                 | -               |                   |
| ITN                         | 2                   | 2               | 16                  | 2        | -           | 2    | 2                         | 2                       | 2                               | 2                 | -               |                   |
| BBC TV                      | 2                   | 2               | 11                  | 2        | -           | 2    | 2                         | 2                       | 2                               | 2                 | -               | Den Stations      |
| BBC RADIO                   | 1                   | 2               | 1                   | 2        |             | 2    | 2                         | 2                       | 2                               | 2                 | -               |                   |
| IRN                         | 1                   | 1               | 5                   | 1        | -           | 1    | 1                         | 1                       | 1                               | 1                 | -               | The second second |
| REUTERS                     | 1                   | 1               | -                   | 1        | -           | 1    | 1                         | 1                       | 4                               |                   | -               | 1 2 2 3 9 3       |
| AP DOW JONES                |                     | 1               | -                   | 1        | -           | 1    | 1                         | 1                       | 1                               | 1                 | -               | A CALL            |
| PA                          | 1                   | -               | -                   | -        | -           | -    | -                         | -                       | -                               | -                 | -               | Tran or in Shann  |
| PA (GALLERY)                | 1                   |                 | -                   | -        | -           | -    | -                         | -                       | -                               | -                 | -               | Star Star         |
| FT                          | 1                   | 2               | -                   | 2        | -           | 2    | -                         | 2                       | 2                               | 2                 | -               |                   |
| ORACLE                      | 1                   | 1               | 1                   | 1        | -           | 1    | 1                         | t                       | 1                               | 1                 |                 | 1                 |
| CEEFAX                      | 1                   | 1               | 1                   | 1        | -           |      | 1                         | (                       | 1                               | 1                 | -               | 1 to be Anne by   |
| PARLAMENTARY SECTION        | - 4                 | 2               | 100-10              | 1        | -           | 7    | 1                         | 7                       | 1.                              | l                 | -               |                   |
| PRIME MINISTER (+Nº10)      | -                   | 6               | 10.4 - 5.5          | 6        |             | 6    | 6                         | 10                      | 10                              | 6                 | 6               |                   |
| HMT MINISTERS (4)           | -                   | 4               | -                   | 4        | 4           | 4    | 4                         | 4                       | 4                               | 4                 | 4               |                   |
| SPEAUER                     | -                   | 1               | -                   | 1        | 1           | 1    | 1                         | 1                       | 1                               | 1                 | -               |                   |
| CHIEF WHIP                  | -                   |                 |                     | 1        |             | 1    | 1                         | 1                       | 1                               | weight the        |                 |                   |
| HMLE OFFICIALS (19)         | -                   | 19              | 1                   | 19       | 19          | 20 * | 19                        | 19                      | 19                              | 19                | -               | * AN VEX III      |
| N. INELAND OFFICE           | -                   | 1               | -                   | 1        | 1           | 1    | 1                         | 1                       | 1                               | 1                 | -               |                   |
| MC CATTUMIL TK              | -                   | 1               | -                   | 1        | 1           | 1    | 1                         | 1                       | 1                               | 1                 | -               |                   |
| JIL A FRAEL - LTE           | -                   | •               | -                   | 1        | 1           | 1    | 1                         |                         | 1                               | i                 | -               | The second second |
| CULTURE + LALUE (L)         | •                   | •               | The second          | 6        | v           | 6    | 6                         | 6                       | 6                               | v                 | 1 - Tel.        |                   |
| insume terrise (c)          | •                   | 6               | -                   | i i      | ¢           | 6    | 4                         | 6                       | 6                               | 6                 | 1.              | a low the         |
| SUB-TOTAL (1)               | 13                  | 100             | 15                  | 129      | 41          | 116  | 97                        | 109                     | 103                             | 99                | 10              |                   |

| RECIPIENTS   | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SECTIONED | SNAPSHOE | RESOLUTIONS | FSBR | CST<br>SUMMARY<br>+ GUIDE | HMAT<br>PRESS<br>NOTICES | OTHER DEPT.<br>PRESS<br>NOTICES | EPR  | CUDUET<br>BRLEF |               |
|--|---------------------|-----------------|-----------|----------|-------------|------|---------------------------|--------------------------|---------------------------------|------|-----------------|---------------|
| GANK OF ENGLAND (6)                                | -                   | 6               | -         | 6        | 6           | 6    | 6                         | 6                        | 6                               | 6    | -               |               |
| IDT (PRESS + CALLERS)                              | -                   | 517             | -         | 547      | -           | 487  | 467                       | 623                      | 487                             | 573  | -               |               |
| RT. HON. T. HIGGINS MP                             | -                   |                 | -         | -        | -           | 1    | 1                         | -                        | -                               | -    |                 | Mar Sta       |
| Hex, AA, AK, AH + CR (S)                           | -                   | S               | -         | 5        | S           | S    | S                         | 5                        | S                               | 5    | 5               | 100 1         |
| SIMON WODDALL                                      | •                   | •               | -         | -        | -           | -    | -                         | -                        | -                               | -    | -               | 2 Clarker     |
| LEADER, HOUSE OF COMMONS                           | -                   | 1               | -         | -        | -           | 1    | 1                         | -                        | - 1                             | -    | -               | - States      |
| EMDER, HOUSE OF LOTLDS                             | -                   | •               | -         | -        | -           | 1    | 1                         | _                        | -                               | -    | -               | The Part is   |
| LEADER, HOUSE OF LOTLDS<br>EADER OF THE OPPOSITION | -                   | 1               | -         | -        | -           |      | •                         | _                        | - 1                             | -    | -               | Carl Carl     |
| SANDON CHANCELLOR                                  | -                   |                 | -         | -        | -           | •    | 1                         | -                        | -                               | -    | Ant-            |               |
| in putter mp                                       | -                   | 1               | -         | -        | -           | 1    |                           | -                        | -                               | -    | -               |               |
| MUR CHRISTOPHER (IR:F)                             | -                   | 1               | -         | -        | -           | 1    |                           |                          | -                               | -    | -               | 1.0.000       |
| SIR W CLARK MP                                     | -                   | 1               | -         | -        | -           |      |                           | -                        | -                               | _    | -               |               |
| mir r sheldon mp                                   | -                   | 1               | -         | -        | -           | 1    |                           | -                        | - 1                             |      | -               |               |
| me in numbers me                                   | -                   | L               | -         | -        | -           | 1    | 1                         | -                        | -                               |      | -               |               |
| MG T UNIEL-JONES MP                                | -                   | 1               | -         | -        | -           | -    | -                         | -                        | -                               | -    | -               |               |
| AEINET (HUL FIN, CH, CST, LAL, LPS)                | -                   | 17              | -         | -        | -           |      | -                         | -                        | -                               | -    | -               |               |
| HANSARD  | -                   | 1               | -         | - 13     | -           | -    | -                         | -                        | -                               | -    | -               | 19 million (  |
| stet printed paper office                          | -                   | -               | -         | 1150     | -           | -    | -                         | IISO                     | 1150                            | 1150 | -               |               |
| ABLE OFFICE  | -                   | 2               | -         | 2        | 2           | 2    | 2                         | 2                        | 2                               | 2    | -               |               |
| ANKESTER (WASHINGTON)                              | -                   |                 | -         | 3        | 3           | 3    | 3                         | 3                        | 3                               | 3    | 1               |               |
| Costocic (BRUSSES)                                 | -                   | 1               | -         | 3        | 3           | 4    | 3                         | 3                        | 3                               | 3    | 1               |               |
| DIRECTOR BIS. (NON YORIN)                          | -                   | 1               | -         | 1        | 1           | 1    | 1                         | 1                        | L L                             | 1    | 1               |               |
| CRITISH GARDY, PACIS                               | -                   | 1               | -         | 1        | 1           | 1    | 1                         | 1                        | 1                               | 1    | 1               |               |
| UKCEL, DELD  | -                   | 51              | -         | 1        | 1           | 1    | 1                         | 1                        | 1                               | 1    | 1               |               |
| hic Library  | -                   | 4               | -         | 4        | -           | 4    | 4                         | 4                        | 4                               | 4    | - 15            | 11237-17      |
| HIL LIBRARY  | •                   | 4               | -         | 4        | -           | 4    | 4                         | 4                        | 4                               | 4    | -               |               |
| HINT LIERARY                                       | -                   | -               | -         | -        | •           | 25   | 87                        | -                        | -                               | -    | -               |               |
| BUTTEOLISILIUS                                     | -                   | -               | -         | - 1      | 2           | -    | -                         | -                        | -                               | -    |                 | Car Martin    |
| SUB-TOTAL (FI)                                     |                     | 572             | -         | 1727     | 24          | 553  | 594                       | 1803                     | 1667                            | 1753 | 10              |               |
| SUD - TUTAL (1)                                    | 13                  | 100             | 75        | 129      | 41          | 116  | 97                        | 109                      | 10.3                            | 99   | 10              |               |
| TATA.  | 14                  | ורדו            | 75        | 1446     | 65          | 669  | 691                       | 1017                     | 1770                            | 1857 | 20              | Sec. 19 March |

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## ANNEX II REQUIREMENTS : FROM SOURCE

| REQUIRED BY:            | Unstapued<br>Speech  | WHOLE | SPEECH | SNAPSHOT | Resources | FSBR  | CST<br>SUMMARY<br>+ GULDE | HMT<br>PRESS<br>NOTICES | OTHER DEPT.<br>PRESS<br>NOTICES | EPR       | BUDUET |            |
|-------------------------|--|-------|--------|----------|-----------|-------|---------------------------|-------------------------|---------------------------------|-----------|--------|------------|
| CHANCELLOR'S OFFICE     | 13   | 155   | 75     | 159      | 65        | 151   | 137                       | 139                     | 133                             | 129       | 20     |            |
| IDT                     | 1  | 517   |        | 547      |           | 487   | 467                       | 623                     | 487                             | 573       |        | N. Sector  |
| PARLIAMENTARY SECTION   | Alexandra de la composición de |       |        | 1150     |           |       |                           | 1150                    | 1150                            | 1150      |        |            |
| FP                      |  |       |        |          |           | 15 (W | L. 9 SPARE)               |                         |                                 |           |        |            |
| EG                      |  |       |        |          |           |       |                           |                         |                                 |           | 170    |            |
| hmt library             |  |       |        |          |           | 25    | 87                        |                         | Ser Arga                        |           |        |            |
| TOTAL                   | 14   | 672   | 75     | 1856     | 65        | 678   | 691                       | 1912                    | 1770                            | 1852      | 190    |            |
| supplied by:            |  |       |        |          |           |       |                           |                         |                                 | S. K. Sur |        |            |
| Chancellor's office     | 14   | 155   | 75     | 159      |           |       |                           |                         |                                 |           |        | (Property) |
| hmaso (FP order)        |  |       |        |          |           | 678   |                           |                         |                                 | 100       |        |            |
| Himso (GEP order)       |  |       |        |          |           |       | 691                       |                         |                                 |           |        |            |
| parliamentary coinsel   |  |       |        |          | 65        |       |                           |                         |                                 |           |        |            |
| tivet committee section |  | 517   |        | 1697     |           |       |                           | 1912                    | 1770                            |           | 170    |            |
| EB                      |  |       |        |          |           |       |                           |                         |                                 |           | 20     |            |
| MALAULAY PUESS          |  |       |        |          |           |       |                           |                         |                                 | 1852      |        |            |
| TOTAL                   | 14   | 672   | 75     | 1856     | 65        | 673   | 691                       | 1912                    | 1770                            | 1852      | 190    | ALL .      |

# ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE

PACKAGE A: SPEECH, SNAPSHOT, RESOLUTIONS FSBR, CST SUMMARY + GUIDE, HMTPN'S, OGDPN'S, EPR PACKAGE B: SPEECH, SNAPSHOT, FSBR CST SUMMARY + GUIDE, HMTPN'S

1.

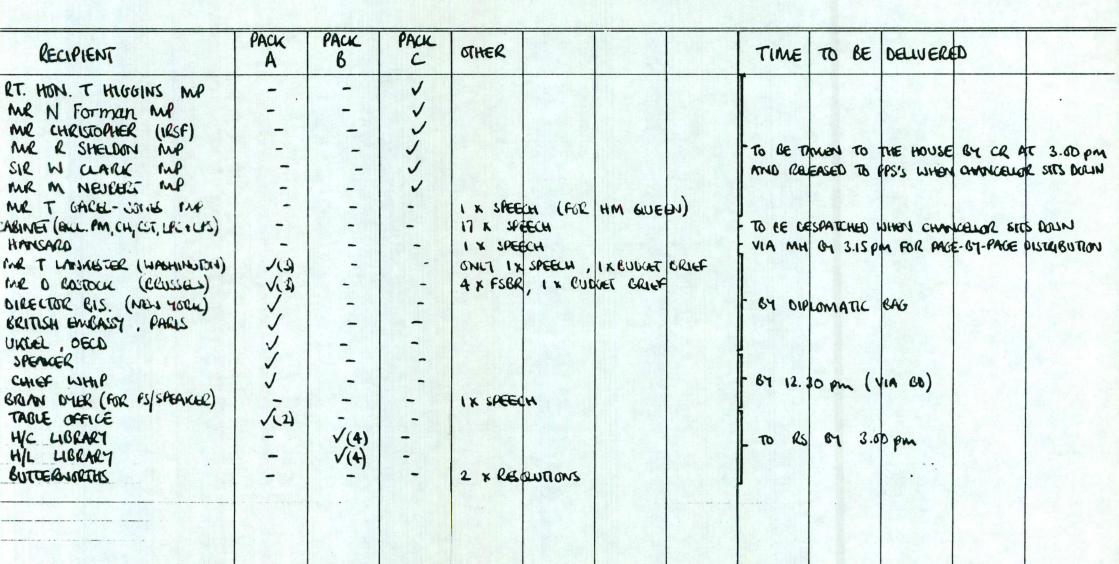
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CST SUMMART + GUIDE, HMTPN'S OGDPN'S, EPR PACKAGE C: SPEECH, FSOR, CST SUMMART + GUIDE

| PAak      | PACK  | PHUK  | OTHER   | TIME TO BE CELIVERED   |
|-----------|-------|---|---|--|
| -         |       |   |   |  |
| - 4       |       | -   |   | TO BE COLLECTED FROM ENQUICY ROOM AFTER SPEECH. 'X'  |
| •         |       | 19.7  |   |  |
| -         | \$(4) | -   | + 1 RESOLUTION  | - IN ADVANCE VIA ME MONICE ME WINN OWEN  |
| -         | Y 1   | -   |   | SEE 'X' ACOVE  |
|           | 1     | -   |   |  |
| -         | 1     | -   |   |  |
|           | 1     | -   |   |  |
| - 11-     | ~     | -   |   |  |
| -         | 1     | -   |   |  |
| -         |       | -   |   |  |
| -         |       | -   |   |  |
| -         | 1     | -   |   | L IF 2 COLLECT PACKAGES FROM CHANCELORS OFFICE   |
| -         | 1     |   |   | AT 3.30 pm. IF 2 DELIVER TO ENGURY ROOM FOR  |
| -         |       | -   |   | COLLECTION WHEN THE CHANCELOR SITS DOWN  |
| -         | 1     | -   |   |  |
| -         | 1     | -   |   |  |
|           | 1     | -   |   |  |
|           | 1     | -   |   |  |
|           | 1     | -   |   |  |
|           |       | -   |   |  |
| -         | 1 (5) | -   |   |  |
| -         | 1(6)  | -   |   | TO K.S. BY 11.00 am  |
| -         | -     | - 46  | 30 X SECTIONED SPEECH, 30 X SNAPSHOT                  |  |
| -         | -     |   | I X UNSTAPLED   |  |
|           | -     | -   | 16 & SECTIONED SPEECH, 2 × UNSTAPLED                  |  |
| -         | 1     | -   |   | L TO BE COLLECTED FROM CHANGELLOR'S OFFICE AT  |
| -         |       | -   |   | 2.50 pm FOR PAUE- 67-PAUE CUSTRIBUTION AS  |
| 57.4-50 A | -     | -   | IL & SECTIONED SPEECH, 2 × UNSTAPLED                  | CHARICELLOR SPEAKS. PACK'B'S TO BE HANDED  |
| - 1 d     |       | -   |   | OVER AT END OF SPEECH  |
| -         | 1     | -   |   |  |
|           |       | $\begin{array}{c ccccccccccccccccccccccccccccccccccc$ | $\begin{array}{c ccccccccccccccccccccccccccccccccccc$ | A       B       C       OTHER         - $\sqrt{(3)}$ -         - $\sqrt{(4)}$ -         - $\sqrt{(5)}$ -         -       -       -         -       -       -         -       -       -         -       -< |

t SIR P MIDCLETON (3×FSBR), SIR T BURNS (2×FSBR). MR J ANGON, SIR & LITTLER, MR Scholar MR GYATT, MR KEMP, MR A WILSON, HIGS Huelle MRCKelly (2×FSBR), MR MINUL, MR Culpin MISS HEIRSON, MR RIG Allen MR Pick ford. MISS C BIANS, MR CROPPER (3×FSBR), MR THRE MR M Call (2×FSBR)

|  |        |          |      |   | WEMCAU 12K FSEK)                               |
|--|--------|----------|------|---|--|
| RECIPIENT                                | PACK   | PACK     | PACK | OTHER                                       | TIME TO BE DELIVERED                           |
| BBC RADIO                                |        |          |      | IIX SECTIONED SPEECH, IX UNSTAPLED          |  |
| BBC ECONOMICS CORRESPONDENT              | -      |          | -    |   |  |
| PRODUCER, PM BUDGET SPECIAL              | -      | 1        | -    |   |  |
| IRN                                      | -      | -        | -    | S & SECTIONED SPEECH, I & UNSTAPLED         |  |
| LOUGLAS MOFFIT, ECONOMICS ECUTOR         | -      | 1        | -    |   |  |
| laters                                   | -      | -,       | -    | I X UNSTAPLED                               |  |
| ofind keefe, renders                     | -      | 1        | -    |   | TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT    |
| AP DOW JONIES                            | -      | -,       | -    | I K UNSTAPLED                               | 2.30 pm FOR MOR-BY-PAGE DISTRIBUTION AS        |
| MR GITTLER AP DON JONES                  |        | ~        |      |   | CHANCELLOR SPEAKS. PACK 'B'S TO BE HAMDED      |
| PA NEWSROOM<br>FT NEWSROOM               |        |          | -    | I X UNSTAFLED                               | over at end of speech                          |
| DAVID WALKER, NEWS EDITOR, FT            |        | √(2)     | _    | I K UNSTAPLED                               |  |
| ORACLE                                   | -      | -        | _    | IX SECTION SPEEDY, IX UNSTAPLED             |  |
| PETER HALL, EDITOR, ORACLE               | -      | 1        | -    | TA Section de Great, TA UNSPIRUES           |  |
| CEEFAX                                   |        | 1. 1. 10 | -    | I K SECTIONIE SPEECH, I K UNSTAPLED         |  |
| AVID WILSON, MANAKER TELEGERT            | -      | 1        | -    |   |  |
| PRIME MINISTER (+ NOID)                  |        | 16)      | -    | 4 x HMTPIN'S, 4 x OGOTN'S, 6 x BUDGET BRIEF |  |
| CHIER, AA, AK, AH + CR                   | V (3)  | -        | -    | S X GUOLET GRIEF                            |  |
| HAVIT MINISTERS                          | ~ (4)  | -        | -    | 2 x PSBR FOR GACH MINISTER                  |  |
| rmt officials t                          | v (18) |          |      |   |  |
| N. IRELAND OFFICE<br>MR A BATTISHILL -IR | 1      | -        |      |   | BY 12.30 pm (AQ TO AUTHORISE RELEASE)          |
| SIR A FRASER - CTE                       | 1      |          | 1    |   |  |
| INLAND REVENUE                           | V (6)  | _        |      |   |  |
| QUSTOMS + BKCLSE                         | 1 (6)  | -        | -    |   |  |
| CATIK OF ENGLAND                         | 16)    | -        | -    |   |  |
| LEADER WC (LIFFEN)                       | - 6    | -        | 1    |   |  |
| LEACER HIL (WHITELAW)                    | -      | -        | 1    |   | TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm      |
| ETTLER, OPPOSITION (KININGLIC)           | -      | -        | 1    |   | AND RELEASED TO PPS'S WHEN CHANCELOR SITS DOWN |
| HADOW CHANCELLOR (HATTERSLEY)            | -      | -        | 1    |   |  |
|  |        |          |      |   |  |



RESPONSIBILITIES FOR DISTRIBUTION : IDT

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| RECIPIENT   | WHOLE                                     | SNAPSHOT                                  | FSBR   | SUMMARY<br>+ GUIDE                           | HTMT<br>PRESS<br>NOTILLES                 | OTHER DEPT<br>PRESS<br>NOTICES             | EPR<br>SUPPLEMEN                        |  |  |  |
|---|---|---|--------|--|---|--|---|--|--|--|
| PRESS GALLERY<br>OVERSEAS REPS<br>FLEET ST. PRESS<br>NON - PRESS<br>DEPT'S PRESS OFFICES<br>HIMT MAIL UST<br>IDT, SPARES, INCL. ENGURY 600M<br>FFJG | 105<br>10<br>150<br>207<br>17<br>15<br>20 | 130<br>10<br>150<br>200<br>17<br>20<br>20 | 70<br> | 70<br>-<br>ISO<br>200<br>17<br>-<br>10<br>20 | 70<br>150<br>200<br>17<br>116<br>50<br>20 | 70<br><br>150<br>200<br>17<br><br>30<br>20 | 70<br>- 150<br>200<br>17<br>116<br>- 20 |  |  |  |
| TOTAL   | 517                                       | 547                                       | 487    | 467  | 623                                       | 487  | 573                                     |  |  |  |
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1911. 19

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# RESPONSIBILITIES FOR DISTRIBUTION: PARLAMENTARY SECTION

| RECIPIENT                             |  |
|---------------------------------------|--|
| IS / SPEAKER<br>SPEAKER<br>CHIEF WHIP | I K SPEECH<br>PACK'A'<br>PACK'A'<br>TO BE GIVEN TO BO BY CHANCELLOR'S OFFICE |
| JOURNAL OFFICE                        | 6 x FSBR<br>6 x CST SUMMARY + GUIDE - FROM ESTIMATES GLERK                   |
| TABLE OFFICE                          | 2 × PACK'A'  |
| VOTE + PRINTED PAPER OFFICE           | IISO X SNAPSHOT<br>IISO X HIMTPH'S<br>IISO X EER SUAPLEMENT                  |
| BUTTERWORTHS                          | 2 x CESWEIGNS - FROM CHATNICELLOC'S OFFICE                                   |
| W/C UBRARY<br>W/L UBRARY              | An PACIL B FROM CHARMACELLOR'S OFFICE  |
|                                       |  |
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# RESPONSIBILITIES FOR DISTRIBUTION : FP

| RELPIONT                                |         | FSBR   | PACK B |        |            |      |  |   |     |  |
|---|---------|--------|--------|--------|------------|------|--|---|-----|--|
| PARLIAMONTARY<br>FP (SPARE)<br>SCOTLAND | SECTION | 69-    |        | - FROM | R'S OFFICE |      |  |   |     |  |
|   | TOTAL   | 15     | 6      |        |            |      |  |   |     |  |
|   |         |        |        |        |            |      |  |   |     |  |
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|   |         |        |        |        | 194        |      |  |   |     |  |
|   | 1 Gale  |        |        |        |            |      |  |   | 264 |  |
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|   |         | ( Ania |        |        |            |      |  |   |     |  |
|   |         |        |        |        |            | H-SA |  |   |     |  |
|   |         |        |        |        |            |      |  |   |     |  |

HMT officials to receive Budget Pack SIR P Middleton 3XFSBR SIRT BUMG 2 X FGBR Pack(A) MR J Anson speech, snapshot Sir G Littler Repolutions FSBR SIR T BUMS Summ + Guid EPR \* Dame Anne Mueller Pross MR Scholar \*MR Lankester 22) MR I Byatt MR Monck SIR A Wilson MR Kemp MR Culpin \* MR Odling Smee Miss Person MR R.I.G. Allen MR Pickford \*MR C Kelly ZXF5BR MISS C EVan's MR Cropper 3 X FSBR



FROM: A A DIGHT DATE: 7 January 1988

MR A C S ALLAN MR TAYLOR MISS WALLACE MR HUDSON MRS THORPE MR WILLIAMS MR LYONS MISS MURPHY MRS SPRAGG MISS RUTTER MS EVEREST PHILLIPS MR HEYWOOD MISS FEEST MR BARNES MR WESTHEAD MR JUDGE MRS CHADWICK MR SARGENT MR MONCK MR LANKESTER MR CULPIN MR TURNBULL MR ODLING-SMEE MISS C EVANS MRS BURNHAMS MR MICHIE MR K SEDGWICK MR PICKFORD MISS SIMPSON MR S KEMP MR R I G ALLEN MR BUSH

MR FLITTON MR R EVANS MR P EDWARDS MR DYER MR R SAVAGE MR T DAVIES MR D SAVAGE MR C KNIGHT MR PORTEOUS MR RAWLINGS MR G ROGERS MISS TITMUSS MR CROPPER MR TYRIE MR CALL

MR N FORMAN MP H/C PS/INLAND REVENUE PS/CUSTOMS AND EXCISE

### **1988 BUDGET AIDE MEMOIRE: FIRST DRAFT**

I attach the first draft of this year's Aide Memoire. I should be grateful if all copy recipients would check through the Aide Memoire for any errors or additions, and in particular the following items:

| Item 12:  | Would <u>Mr Dyer</u> confirm the date for the Ten Minute Rule Bill to be |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|
|           | handed to the Public Bill Office.  |  |  |  |  |  |  |  |  |
| Item 19a: | Would Mr Monck confirm that he wishes to deliver the Budget              |  |  |  |  |  |  |  |  |
|           | packages to the CBI as in previous years.                                |  |  |  |  |  |  |  |  |
| Item 92:  | Would John Flitton provide a list of volunteer's to take packages to     |  |  |  |  |  |  |  |  |
|           | TV and radio stations.   |  |  |  |  |  |  |  |  |



Item 110: Would John Flitton also arrange for a volunteer to accompany Peter Edwards.

Would FP check that dates and deadlines are acceptable. FSBR:

Budget Would EB check that dates and deadlines are acceptable. Brief & Snapshot

It would be appreciated if any comments could reach me by Friday 15 January 1988. 2.

Ard Light

## 1988 BUDGET AIDE MEMOIRE

| AA  | Alex Allan      | (4330) |
|-----|-----------------|--------|
| JT  | Jonathan Taylor | (4519) |
| MW  | Moira Wallace   | (5004) |
| AH  | Andrew Hudson   | (5021) |
| JTH | Julie Thorpe    | (5011) |
| AD  | Anthony Dight   | (5012) |
| JW  | Julian Williams | (5014) |
| TL  | Tony Lyons      | (5013) |
| SM  | Sarah Murphy    | (5015) |
| PS  | Pat Spragg      | (5167) |
| RC  | Robert Culpin   | (4419) |
| CE  | Carys Evans     | (5170) |
| TB  | T Burnhams      | (5179) |
| KS  | Kevin Sedgwick  | (5169) |
| SP  | Steven Pickford | 4549)  |
| SK  | Simon Kemp      | (5208) |
| RA  | Richard Allen   | (4420) |
| HB  | Harry Bush      | (5252) |
| JF  | John Flitton    | (5188) |
| RE  | Richard Evans   | (5245) |
| PE  | Peter Edwards   | (5248) |
| BP  | Brian Porteous  | (4830) |
| RR  | Rod Rawlings    | (4889) |
| TD  | Tony Dolphin    | (5546) |
| PC  | Peter Cropper   | (4359) |
| CT  | Chris Titmuss   | (4840) |
| BD  | Brian Dyer      | (4520) |
| RS  | Richard Savage  | (5006) |
| TJD | Tony Davies     | (5163) |
|     |                 |        |

engagements.

## CONFIDENTIAL

|        |  | ACTION          |
|--------|--|-----------------|
| Prepa  | ration in weeks before the Budget  |                 |
| (1)    | Arrange audience of The Queen with her Private Secretary<br>Clear date of Budget with No.10 (checking that there are no State<br>Visits, Archbishop's enthronements etc).  | JTH/MW<br>TB/AA |
| (2)    | Check with Speaker on allocation of guest seats available.   | JTH/MW          |
| (3)    | Consult Chancellor on distribution of seats. Make arrangements<br>for collection of tickets for Speaker's Gallery and under the<br>Gallery. Inform other guests of arrangements for collecting the<br>tickets for Distinguished Stranger's Gallery and Speaker's Gallery<br>(East).  | JTH/MW          |
| (4)    | Arrange for sufficient 1075 machines, stocks of paper <u>and a</u> <u>mechanic on call</u> to be available from Saturday before Budget Day.  | AD/RR           |
| (5)    | Arrange for TV Broadcast, in conjunction with Chief Whip's Office.<br>Discuss arrangements for TV Broadcast with the BBC.  | RA/JF           |
| (6)    | Arrange for members of Chancellor's Registry and volunteers from<br>other Private Offices' clerks, if required, to be available to collate<br>papers on weekend of 12/13 March and on Budget Day. (For IDT as<br>well).<br>Check with EOG (David Lodge) for overnight accomodation to be<br>provided.  | AD              |
| (7)    | Submit publicity arrangements to Chancellor.   | RA              |
| (8)    | Make arrangements for providing Press Gallery (P.A.), P.A.<br>Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle,<br>Ceefax and Financial Times with Speech section by section (see<br>item 92).   | AD/JF           |
| (9)    | Arrange for Budget Box to be collected from PRO  | PE              |
| (10)   | Arrangements for laying of White Papers, etc.  | BD              |
| (11)   | Circulate roster of Ministers covering Treasury Bench and officials<br>covering official box (or available on the 'phone) for Budget<br>Statement, remainder of Budget Day and three days of subsequent<br>Debate. (Note that Ministers are required for T.V. Broadcasts.)   | MW              |
| 16 Sit | ting Days before Budget Day  |                 |
| (12)   | Contact Mr Forman to confirm that a Member will sleep overnight<br>in the Conference Room adjacent to the Public Bill Office (Whips<br>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br>can be handed in immediately the Public Bill Office opens (circa<br>10.00am) the following morning <u>Tuesday</u> , <u>23 February</u> . | BD/Nigel Forman |
| Two w  | veeks before Budget Day  |                 |
| (13)   | Seek Chancellor's wishes as to speakers in Debate; inform them and<br>the Whips. Take into account Ministers' TV and Radio<br>engagements.   | AA/RA           |

- (14) JF to organise arrangements for Budget Box photograph.
- (15) Draft of T.V. Broadcast to be produced and circulated to other Ministers for comment.
- (16) TB co-ordinate along with PE, BD and MW, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). TB send similar note to Treasury Divisions and Revenue Departments. PE to write to other Departments Chief Press Officers. Both letters to give deadline for arrival of PN's (midday Friday 11 March). EB to get advance copies of PN's. (PE to confirm number of PNs expected per Department).
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124.

### Week before Budget

(18) Budget Box photograph at HMT.

Dept (222 9000)

- (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:
- \* (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<br>and               |
|     | TUC (636 4030)                           | )any Press Notices + 1 Resolution<br>for CBI         |
|     | NICG (235 2020)<br>Conservative Research |  |

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liasing with CBI for collection of package).

(b) JW to arrange with IF2 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 (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

(c) RR to arrange shuttle flight for messenger to take package(s) to Scotland.

(20) FP confirm with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to AD and RR in CRU as appropriate (see Annex) by JW/TD

JF

RA/AA

SP/TB/PE/MW/BD

Chancellor's Office

JF

AD



|      | midday on Friday 11 March at the latest. TB to arrange for<br>correct number of copies of FSBR to be delivered by 10.00 a.m. on<br>Tuesday 15 March.  |          |
|------|---|----------|
| (21) | Check with FP/GE & MW precisely which documents will be in<br>Budget package (eg. any Command Papers), and let RR know.   | AD/RR    |
| (22) | AD to check despatch arrangements with Foreign Office (May<br>Gibson 210-6128) for guidance telegram to overseas posts on<br>Budget Day.  | AD       |
| (23) | All offices to inform RR of requirements for messengers, security<br>guards and vans RR to send reminder to offices asking them of<br>their requirements.   | RR       |
| (24) | BD to write to Vote and Printed Paper office concerning<br>embargoes to be observed on the FSBR and related documents.  | BD       |
| (25) | <u>Tuesday 8 March</u><br>First draft and structure of Backbenchers' Brief cleared with<br>officials, including EB and FP.  | PC/EB/FP |
|      | Wednesday 9 March   |          |
| (26) | EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).   | EB       |
|      | Thursday 10 March   |          |
| (27) | Inform IDT of likely length of Speech.  | AA/RA    |
| (28) | Contact Cannon Row Police Station to ensure crowds are allowed<br>to congregate behind barrier opposite No.11 for benefit of<br>photographers when he leaves for the House. (Clear with No.10<br>security co-ordinator) | JF       |
| (29) | EPR Supplement to printer   | RA       |
| (30) | EB to receive Chancellor's comments on drafts of key briefs.<br>Meeting if necessary.   | AA/EB    |
| (31) | Draft of Backbenchers' Brief to Chancellor.   | PC       |
| (32) | Chancellor's final comments on FSBR to FP (by 10.00am). FP return 2nd page proofs to printer.   | AA/RC    |
| (33) | FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.  | FP       |
|      | Friday 11 March   |          |
| (34) | Work as necessary to produce final version of speech.   | AA       |
| (35) | Send copy of latest draft of Speech to PM if Chancellor wishes.   | AA       |
|      |   |          |

(36) RE to submit draft Snapshot to Chancellor's Office having cleared with FP and EB (to be shown to Chancellor). CE/EB/RE

| (37)    | Finalise arrangements with BBC for TV Broadcast.  | JF                     |
|---------|---|------------------------|
| (38)    | Prepare summary for The Queen and overseas posts (may also be<br>used at Budget Cabinet) Submit to Chancellor's Office.   | RC                     |
| (39)    | EPR proof to Chancellor   | RA                     |
| (40)    | Submit final draft of TV broadcast if available.<br>Chancellor's Budget Broadcast meeting.  | PC/RA<br>AA            |
| (41)    | Check with AA whether any other Ministers or officials are to<br>receive advance copies of Budget documents other than those at<br>Annex.   | AD/AA                  |
| (42)    | Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 122).   | AD                     |
| (43)    | Chancellor's comments on backbenchers' Brief to Special Advisers.   | AA/PC                  |
| (44)    | Check catering and sleeping arrangements for Chancellor's office<br>for 11 and 14 March.  | AD/RR                  |
| (45)    | JTH to check with BD to ascertain timing of main speakers in<br>Budget Debate, and leave time free in the Chancellor's diary so<br>that he may (if he wishes) listen to the main speakers.  | JTH/BD                 |
| (46)    | JTH to co-ordinate Chancellor's meeting with the Backbench Finance Committee  | JTH                    |
| (47)    | Check arrival of press notices against numbers expected (see<br>Annex). Issue required numbers to AD and Committee Section in<br>accordance with list in Annex.   | Comm Section/AD        |
|         |   | SATURDAY-MONDAY        |
| Saturda | ay 12 March/Sunday 13 March   |                        |
| (48)    | Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are<br>required by Parliamentary Section). | BP/RR                  |
| (49)    | Book proofs of FSBR received by FP,<br>10.00 a.m., to be returned pm (copied to Chancellor).  | ТВ                     |
| (50)    | Chancellor: photo-call.   | JF                     |
| (51)    | Type Snapshot on A4 paper.  | IDT/EB                 |
| (52)    | Check and make corrections in Chancellor's speaking copy, section by section.   | Chancellor's<br>Office |
| (53)    | EPR proof to printer (with Chancellor's comments).  | RA                     |

| (54)            | Roll off and collate 36 copies of speech for:  | AD              |  |
|-----------------|--|-----------------|--|
|                 | <ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> </ul>   |                 |  |
|                 | - Prime Minister   |                 |  |
|                 | <ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,</li> <li>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,</li> <li>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>   |                 |  |
| (55)            | Mr Cropper has Backbenchers' Brief checked for factual accuracy by EB.   | PC/EB           |  |
| (56)            | Send speaking copy and spare to Chancellor.  | AD              |  |
| Monday 14 March |  |                 |  |
| (57)            | 8.00 a.m. CE sign off final FSBR proof.<br>IDT sign off EPR proof  | CE<br>RA        |  |
| (58)            | Collect Budget Box from IDT.   | AD/JF           |  |
| (59)            | 9.00 a.m. Ensure that copies circulated by hand as in item 54.   | AD              |  |
| (60)            | See item 81 - phone C&E, IR, B of E.   | JW              |  |
| (61)            | MW to confirm with Tony Davies that he will be available in<br>Speakers Yard to greet Chancellor and Mrs Lawson and show latter<br>to her seat. Thereafter to go to Chancellor's PPS's room to guard<br>over copies (see item 104) while Budget Speech is in progress. | TJD/MW          |  |
| (62)            | Chancellor's Office to receive from EB 2 copies of near-final draft<br>of Brief during course of day.  | SK              |  |
| (63)            | Mr Evans gives Chancellor's Office 2 copies of near-final draft of<br>Snapshot during course of day.   | RE              |  |
| (64)            | Confirm likely length of speech with IDT to guide radio/TV.  | AA/RA           |  |
| (65)            | By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary.   | AA/PS           |  |
| (66)            | Check any corrections section by section.  | Chancellor's    |  |
| (67)            | Evening - either obtain confirmation from Chancellor that Speech<br>can be regarded as final or amend speaking copy in accordance<br>with his instructions. <u>Text must be finalised</u> .  | Office<br>AA/PS |  |
| (68)            | Final check of Backbenchers' Brief by EB.  | PC/EB           |  |
| (69)            | Produce index for speech.  | Chancellor's    |  |
| (70)            | Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.  | Office<br>JTH   |  |
| (71)            | Chancellor's Office receive Snapshot from RE for checking.   | SP/SK           |  |

### CONFIDENTIAL

| (72) | Check that CST Summary and Guide, Resolutions and EPR<br>Supplement have arrived in Chancellor's Office. (C Knight)  | AD                         |
|------|--|----------------------------|
| (73) | Advisers re-submit Backbenchers' Brief to Chancellor for final approval.   | PC/AA                      |
| (74) | Final check of Snapshot before collating.  | SP                         |
| (75) | CRU roll off 170 copies of Budget Brief.   | CT                         |
| (76) | Photocopy 30 copies of final text section by section for   | Chancellor's<br>Office     |
|      | <ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>  | Office                     |
| (77) | CX's office rolls off 99 copies of speaking copy, 75 copies section<br>by section and 13 unstapled sets. And CRU rolls off 1700 copies of<br>snapshot.   | Chancellor's<br>Office/CRU |
| (78) | As soon as possible Mr Cropper lets Miss Titmuss have the master<br>copy of the Backbenchers Budget Brief. Miss Titmuss will run off<br>400 copies. Mr Cropper will arrange for these to be distributed by<br>the Parliamentary Private Secretaries following the Budget<br>Speech.  | PC/CT                      |
| BUDG | ET DAY: 15 March   |                            |
| (79) | 0845: Chancellor (+ family) photocall in St James' Park  | JF                         |
| (80) | Tabling of Budget Resolutions by Parliamentary Counsel.  | FP                         |
| (81) | As soon as final version of brief is available let PS/IR, PS/C&E and<br>BofE know so that they can send a messenger to collect. (Brief may<br>not be ready until very late).   | AD                         |
| (82) | Order taxis to take MW & JW with speech sections to House at 3.00 pm.  | JW                         |
| (83) | 10.00 am: TB to check that FSBR has arrived.   | ТВ                         |
| (84) | 10.00 am: JF to supervise BBC team at No.11 for TV Broadcast   | JF                         |
| (85) | 10.30 a.m.: Budget Cabinet (time to be confirmed).   | JTH                        |
| (86) | RE to "mark up" (sideline) final version of speech   | HB/RE                      |
| (87) | EB to double-check headlined version of the speech.  | EB                         |
| (88) | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 500 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons<br>and to IDT (see Items 92 and 95). From Private Office production<br>of Speech send one copy by hand to SP EB Room 97/2) as soon as<br>possible. Copy to be marked up for PA. When master copy of | CT/JW/SP                   |

"marked up" speech is returned to the private office, 13 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters, AP Dow Jones and PA Newsroom, Financial Times Newsroom, Oracle and Ceefax.

- (89) By 11.00 am six copies of speech run off by AD, FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 19c) to take to Scotland. (See Item 117)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) 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.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 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) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 <u>unstapled</u> Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-

Sue Tinson, ITN Budget Programme
 Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)

- (d) BBC, TV White City (..... to collect)
  - 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 2 unstapled Speech with sidelines and headlines for pageby-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.

RE

AD/KS

MW

Chancellor's Office

(NB: These envelopes to be handed over at the end of Chancellor's speech).

- (e) BBC Radio, Broadcasting House (..... 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:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... 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 pageby-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 <u>end</u> of Chancellor's speech

#### (g) Reuters Newsroom (..... 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.

- (h) <u>AP Dow Jones</u> (..... 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 to Mr Gittler

NB. This envelope only to be handed over <u>at the end</u> of the Chancellor's Speech.

- (i) P.A. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes 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.

- (k) Oracle (.....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.
- (1) Ceefax (.....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.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD

- -
- (95) 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):-

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.

- (96) Start collation of full text of Speech with index and checklist.
- (97) <u>Before 12.00</u>: MW gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.
- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.
- (99) <u>By 12.30 p.m.</u>: Make up and despatch SECRET envelopes containing

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

Prime Minister\* Chief Secretary (2xFSBR) Financial Secretary (2xFSBR) Paymaster General (2xFSBR) Economic Secretary (2xFSBR) Chancellor of the Duchy of Lancaster Officials, etc. (See Annex for list) (NB. Sir T Burns, Mr E P Kemp and Mr Call receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- (100) 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) |

Chancellor's Clerks and Typists

MW/BD

TB/BD

Chancellor's Clerks

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

BD

AA/AD

RR/PE

|       | (AD phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)  | AD       |
|-------|---|----------|
| (101) | At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command<br>Papers and Press Notices to be issued to HB for allocation to<br>members of IDT  | HB       |
|       | (Copies of Brief will be send direct to RA by EB for monitoring teams.)   | SK       |
| (102) | At 12.30 p.m. Committee Section to pack for IDT:  | RR/PE    |
|       | <ul> <li>517 copies of Speech (supplied by CRU)</li> <li>487 copies of FSBR</li> <li>487 copies of other Depts'. Budget Press Notices</li> <li>547 copies of Snapshot</li> <li>623 copies of Tsy Press Notices (103 copies for Treasury Mailing list)</li> <li>467 Cmnd Papers (CST Summary and Guide)</li> </ul> |          |
|       | in pre-addressed envelopes (provided by PE) for Press and other callers to collect  |          |
| (103) | 1 set each of Speech, Snapshot, FSBR, Resolutions, Command<br>Papers and Press Notices to be given to AA, JT, AH and MW, and<br>of speech only to JW.   | AD       |
| (104) | 1 set each of Speech, FSBR, and Command Papers in sealed<br>envelopes addressed to:   | MW/AD/RS |
|       | Leader of the House of Commons: (Mr Biffen)   |          |
|       | Leader of the House of Lords: (Viscount Whitelaw)   |          |
|       | Leader of the Opposition (Rt. Hon. N Kinnock MP)<br>Shadow Chancellor (Rt. Hon. R Hattersley MP)<br>Chancellor's PPS (Mr N Forman MP)<br>Rt Hon D Steel MP<br>Rt Hon R Maclennon MP   |          |
|       | Rt Hon J Molyneaux MP )Only   |          |
|       | Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command<br>Papers)<br>Sir William Clark MP (Chairman of Conservative Finance Committee)<br>Mr Sheldon MP, Chairman PAC   |          |
|       | Rt. Hon. T Higgins MP, Chairman TCSC  |          |
|       | Mr M Neubert MP (Treasury Whip)<br>Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen   |          |
|       | to be given to MW to take with her to <u>Mr Forman's</u> room, for member<br>of Parliamentary Section to guard over and for <u>Mr Forman</u> and other<br>PPS's to pick up directly after speech and give to those concerned.   |          |
| (105) | Take Gladstone Box to Chancellor. Make up package consisting of<br>speaking copy of Speech, and copies of FSBR, Resolutions,<br>Snapshot, Command Papers and Press Notices for Chancellor.<br>Ensure he has a copy of the <u>Budget Brief</u> .   | AA/AD    |

### Budget Day: After lunch

(106) 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. AD/Chancellor's Office CONFIDENTIAL

- (107) <u>At 2.30 pm</u>: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and .....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 Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

IDT to collect packages (see item 102) from Committee Section

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copics 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.
- (113)Delivery of Snapshot, Treasury Press Notices and other RS Departments' Press Notices to Vote and Printed Paper Offices (114)Laying of FSBR, Chief Secretary's Memorandum and Supply RS Estimates 1988-89 Summary & Guide. (115)During Speech: Note changes from typed version. MW At end of Speech (116)Set to go to Leader or Deputy Leader of the House of Lords (see MW Item 104). (117)TB to phone KS in Scotland to authorise release of documents. TB AD
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106).

JW

JF

RR/PE

SK

JF

IDT

JF

•

- (119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) 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 IF2 Division.
- (120) Check Hansard.
- (121) 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)
- (122) Send copies as follows:-

|   | Speech<br>and<br>Brief | Snapshot<br>Resolution,<br>Press Notices | FSBR | Cmd Papers |
|---|------------------------|--|------|------------|
| Mr F Cassell<br>British Embassy<br>Washington | 1                      | 3  | 3    | 3          |
| Mr D Bostock<br>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).

- (123) Give 8 copies of Speech, Snapshot, FSBR, Government Papers and AD/RS any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords. AD to give 2 copies of Resolutions to RS for Butterworths Law AD/RS Publishers.
   (124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, BD
- (124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

## ANNEX I

|                             |                     |                 |                     | 5000 C   |             |      |                           |                         |                                 |                  |                 |  |
|-----------------------------|---------------------|-----------------|---------------------|----------|-------------|------|---------------------------|-------------------------|---------------------------------|------------------|-----------------|--|
| RECIPIENTS                  | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SECTIONED<br>SPEEGH | SNAPSHOT | RESOLUTIONS | FSBR | CST<br>SUMMARY<br>+ GUIDE | HMT<br>PRESS<br>NOTICES | OTHER DEPT.<br>PRESS<br>NOTICES | EPR<br>SUPAEWENT | BUDGET<br>BRUEF |  |
| NECO                        | -                   | 3               | -                   | 3        | -           | 3    | 3                         | 3                       | 3                               | 3                | 1               |  |
| TUC                         | -                   | 3               | -                   | 3        | 10 - 10 -   | 3    | 3                         | 3                       | 3                               | 3                | -               |  |
| CBI                         | -                   | 4               | - 1.                | 4        | 1           | 4    | 4                         | 4                       | 4                               | 4                | -               |  |
| CONSERVATIVE RESEARCH DEPT. | -                   | 1               | -                   | 1        | -           | 1    | 1                         | 1.                      | 1                               | i                | -               |  |
| DIPLOMATIC MISSIONS (16)    | -                   | 16              | 1.3                 | 16       | -           | 16   | 16                        | 16                      | 16                              | 16               | - 20            |  |
| TCSC                        | -                   | 5               | -                   | 5        | -           | 5    | 5                         | 5                       | 5                               | 5                | -               |  |
| SCOTLAND                    | -                   | 6               | -                   | 6        | -           | 6    | 6                         | 6                       | 6                               | 6                | -               |  |
| PRESS GALLERY               | -                   | -               | 30                  | 30       | -           | -    | -                         | -                       |                                 | -                |                 |  |
| ITN                         | 2                   | 2               | 16                  | 2        | -           | 2    | 2                         | 2                       | 2                               | 2                | -               |  |
| BBC TV                      | 2                   | 2               | 11                  | 2 .      | -           | 2    | 2                         | 2                       | 2                               | 2                | -               |  |
| BBC RADIO                   | 1                   | 2               | 11                  | 2        | -           | 2    | 2                         | 2                       | 2                               | 2                | -               |  |
| IRN                         | 1                   | 1               | 5                   | 1        | -           | 1    | 1                         | 1                       | 1                               | 1                | -               |  |
| REUTERS                     | 1                   | S. 61           | -                   | 1        | -           | 1    | 1                         | 1                       | 1                               | 1                | -               |  |
| AP DOW JONES                | 1                   | 1               | -                   | 1        | -           | 1    | 1                         | 1                       | 1                               | 1                | -               |  |
| PA                          | 1                   | -               | -                   | -        | -           |      | -                         | -                       | -                               | -                | -               |  |
| PA (GALLERY)                | 1                   |                 | -                   | -        | -           | -    |                           | -                       | -                               |                  | -               |  |
| FT                          | 1                   | 2               | -                   | 2        | -           | 2    | -                         | 2                       | 2                               | 2                |                 |  |
| ORACLE                      | 1                   | l               | 1                   | I        | -           | 1    | 1                         | 1                       | 1                               | 1                | - 1             | 1808C 3.   |
| LEEFAX                      | 1                   | 1               | 1                   | 1        | -           | 1    | 1                         | (                       | 101                             | 1                | -               | 198 P  |
| PARLIAMENTARY SECTION       | -                   | 2               | -                   | 1        | -           | 7    | 1                         | 7                       | 1                               | 1                | -               | 189 A. 200 S   |
| PRIME MINISTER (+Nº10)      | -                   | 6               | -                   | 6        | -           | 6    | 6                         | 10                      | 10                              | 6                | 6               | CAR ALL ST   |
| HMT MINISTERS (4)           | -                   | 4               | -                   | 4        | 4           | 4    | 4                         | 4                       | 4                               | 4                | 4               |  |
| SPERVER                     | -                   |                 | -                   | 1        | 1           | 1    | 1                         | <u> </u>                | 1                               | Carl Carl        | -               |  |
| CHIEF WHIP                  | -                   |                 | -                   | 1        | 1           | 1    | 1                         | 1                       | 1                               | 1                |                 | 1.1.1  |
| HIME OFFICIALS (19)         | -                   | 19              | -                   | 19       | 19          | 30 * | 19                        | 19                      | 19                              | 19               | -               | * ANNEX II   |
| N. IRELAND OFFICE           | -                   |                 | -                   | 1        | 1           | 1    | 1                         | 1                       | 1                               |                  | -               | 2000.00  |
| MR GATTISHILL -IR           | -                   |                 | -                   | 1        | 1           | 1    | 1                         | 1                       | 8 1                             | 1                | -               | La contra de la co |
| SIR A FRASER - CHE          | -                   |                 | -                   | 1        | 1           |      | 1                         |                         | 1                               | 1                | -               |  |
| CUSTOMS + EXCISE (6)        | -                   | 6               | -                   | 6        | 6           | 6    | 6                         | 6                       | 6                               | 6                | -               | State 1  |
| INSLAND COVENUE (6)         |                     | 6               | -                   | 6        | 6           | 6    | 6                         | 6                       | 6                               | 6                | -               | The second second  |
| SUB-TOTAL (1)               | 13                  | 100             | 25                  | 129      | 41          | 116  | 97                        | 109                     | 103                             | 99               | 10              |  |

|                                       |                     |                 |           |          | 1           |      |                           |                          |                                 |      |                 |                     |
|---------------------------------------|---------------------|-----------------|-----------|----------|-------------|------|---------------------------|--------------------------|---------------------------------|------|-----------------|---------------------|
| RECIPIENTS                            | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SECTIONED | SNAPSHOT | RESOLUTIONS | FSBR | CST<br>Summary<br>+ GUIDE | HMAT<br>PRESS<br>NOTICES | other dept.<br>Press<br>Notices | EPR  | CUDVET<br>B14EF |                     |
| GANK OF ENGLAND (6)                   | -                   | 6               | -         | 6        | 6           | 6    | 6                         | 6                        | 6                               | 6    | -               |                     |
| IDT (PRESS + CALLERS)                 | -                   | 517             | -         | 547      | -           | 487  | 467                       | 623                      | 487                             | 573  | -               |                     |
| RT. HM. T. HIGGINS MP                 | -                   | 1               | -         | 100 - 10 | -           | 1    | 1                         | -                        | -                               | -    |                 |                     |
| CHIEK, AA, AK, AH + CR (S)            | -                   | S               | -         | 5        | S           | S    | S                         | 5                        | S                               | 5    | S               |                     |
| SIMON WODDALL                         | 10 10               | -               | -         | - 100    | -           | -    | -                         | -                        | -                               | -    | -               |                     |
| LEADER, HOUSE OF COMMONS              | -                   | 1               | - 10      | -        |             | 1    | 1                         | -                        | -                               | -    | -               |                     |
| LEADER, HOUSE OF LOTLDS               | -                   | 1               | -         | -        | -           | 1    | 1                         |                          |                                 | -    | -               |                     |
| LEADER OF THE OPPOSITION              | -                   | 1               | - 199     | -        | -           | 1    | 1                         | -                        | -                               | -    |                 |                     |
| SHADOW CHANCELLOR                     | -                   | 1               | -         | -        | -           | 1    | 1                         | -                        | - 12                            | -    | - 14            |                     |
| MR P LILLER MP                        | -                   | 1               | -         |          | 1.1.1 M.    | 1    | 1                         | -                        | -                               |      |                 |                     |
| MR CHRISTOPHER (IRSF)                 | -                   | 1               |           | -        | -           | 1    | 1                         |                          | -                               | -    |                 |                     |
| SIR W CLARK MP                        | -                   | 1               | -         | -        | -           | 1    | L.                        | -                        | -                               | -    | -               | Construction of the |
| MR R SHELDON MP                       | -                   | 1               | -         | -        | -           | 1    | 1                         | -                        | -                               | -    | -               |                     |
| MR IN NEUBERT MP                      | -                   | 1               | -         | -        | -           | 1    | 1                         | -                        | -                               | -    | -               |                     |
| MR T GAREL-JONES MP                   | -                   | 1               | 1         | -        | -           | -    | -                         | -                        | -                               |      | -               |                     |
| CABINET (OKCL. PM, CH, CST, LPC, LPS) |                     | 17              | - 12      | -        | -           | -    | -                         | -                        |                                 | -    | -               |                     |
| HANSARD                               | -                   | 1               | -         | -        | -           | - 1  | -                         | -                        | -                               | - 1  |                 |                     |
| VOTE+ PRINTED PAPER OFFICE            | -                   | -               | -         | 1150     | -           | -    | -                         | 1150                     | 1150                            | 1150 | · · · · · ·     |                     |
| TABLE OFFICE                          | -                   | 2               | -         | 2        | 2           | 2    | 2                         | 2                        | 2                               | 2    | -               |                     |
| LANKESTER (WASHINGTON)                | -                   | 1               | -         | 3        | 3           | 3    | 3                         | 3                        | 3                               | 3    | 1 9             |                     |
| BOSTOCIC (BRUSSELS)                   |                     | 1               | -         | 3        | 3           | 4    | 3                         | 3                        | 3                               | 3    | 1               | 和認識的意思。             |
| DIRECTOR BIS. (NON YORK)              | -                   | 1               | -         | 1        | 1           | 1    | 1                         | 1                        | t                               | 1    | 1.2             |                     |
| GRITISH EMBASSY PARIS                 | -                   | 1               | -         | 1.3      | 1           | 1    | 1                         | 1                        | 1                               | 1    | 1               |                     |
| UKDEL, DECD                           | -                   |                 | •         | 1        | 1           | 1    | 1                         | 1                        | 1                               | 1    | 1               |                     |
| HIC LIBRARY                           | -                   | 4               | -         | 4        | -           | 4    | 4                         | 4                        | 4                               | 4    | -               |                     |
| HIL LIBRART                           | •                   | 4               | -         | 4        | -           | 4    | 4                         | 4                        | 4                               | 4    | -               |                     |
| HINT LIBRARY                          | -                   | -               | -         | -        | -           | 25   | 87                        | -                        | -                               | -    | -               |                     |
| BUTTERLATIK                           | -                   | -               | -         | -        | 2           | -    | -                         | - 1                      | -                               | -    | -               | Market La           |
| SUB-TOTAL (11)                        | 1                   | 572             | -         | 1727     | 24          | 553  | 594                       | 1803                     | 1667                            | 1753 | 10              |                     |
| SUB-TOTAL (i)                         | 13                  | 100             | 75        | 129      | 41          | 116  | 97                        | 109                      | 10,3                            | 99   | 10              | 24.4                |
| TOTAL                                 | 14                  | 672             | 75        | 1856     | 65          | 669  | 691                       | 1912                     | 1770                            | 1852 | 20              |                     |

## ANNEX II REQUIREMENTS : FROM SOURCE

| REQUIRED BY:           | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SPEECH | SNAPSHOT | Resources | FSBR   | CST<br>SUMMARY<br>+ GULDE | HIMT<br>PRESS<br>NOTICES | OTHER DEPT.<br>PRESS<br>NOTICES | EPR  | buduet<br>Brief |   |
|------------------------|---------------------|-----------------|--------|----------|-----------|--------|---------------------------|--------------------------|---------------------------------|------|-----------------|---|
| CHANCELLOR'S OFFICE    | 13                  | 155             | 75     | 159      | 65        | 151    | 137                       | 139                      | 133                             | 129  | 20              |   |
| IDT                    | 1                   | 517             |        | 547      |           | 487    | 467                       | 623                      | 487                             | 573  |                 |   |
| PARLIAMENTARY SECTION  |                     |                 |        | 1150     |           |        |                           | 1150                     | 1150                            | 1150 |                 | 7 |
| FP                     |                     |                 |        |          |           | 15 (IN | cl. 9 SPARE)              |                          |                                 |      |                 |   |
| E6                     |                     |                 |        |          |           |        |                           |                          |                                 |      | 170             |   |
| HMT LIBRARY            |                     |                 |        |          |           | 25     | 87                        |                          |                                 |      |                 |   |
| TOTAL                  | 14                  | 672             | 75     | 1856     | 65        | 678    | 691                       | 1912                     | 1770                            | 1852 | 190             |   |
| supplied by:           |                     |                 |        |          |           |        |                           |                          |                                 |      |                 |   |
| CHANCELLOR'S OFFICE    | 14                  | 155             | 75     | 159      |           |        |                           |                          |                                 |      |                 |   |
| HWASO (FP ORDER)       |                     |                 |        |          |           | 678    |                           |                          |                                 |      |                 |   |
| HIMSO (GEP ORDER)      |                     |                 |        |          |           |        | 691                       |                          |                                 |      |                 |   |
| PARUAMENTARY CONSEL    |                     |                 |        |          | 65        |        |                           |                          |                                 |      |                 |   |
| HWAT COMMITTEE SECTION |                     | 517             |        | 1697     |           |        |                           | 1912                     | 1770                            |      | 170             |   |
| EB                     |                     |                 |        |          |           |        |                           |                          |                                 |      | 20              |   |
| MACAULAY PRESS         |                     |                 |        |          |           |        |                           |                          |                                 | 1852 |                 |   |
| TOTAL                  | 14                  | 672             | 75     | 1856     | 65        | 679    | 691                       | 1912                     | 1170                            | 1852 | 190             |   |

|                                   |              | C. Mr.       |              |                                      | PACKAGE A: SPEECH, SNAPSHOT, RESOLUTIONS<br>FSBR, CST SUMMARY + GUIDE,<br>HIMTEN'S OFFICIER |
|-----------------------------------|--------------|--------------|--------------|--------------------------------------|---|
| ANNEX III                         |              |              |              |                                      | HMTPN'S, OGDPN'S, EPR<br>PACKAGE B: SPEECH , SNAPSHOT, FSBR                                 |
| DECOMICION TO EN COL              |              | 22110        |              |                                      | CST SUMMART + GUIDE, HIMTPN'S<br>OGDPN'S, EPR   |
| RESPONSIBILITIES FOR              |              |              | Test bullet  | loks office                          | PACKAGE C: SPEECH, FSBR, CST SUMMART + GUID   |
| RECIPIENT                         | PAak<br>A    | PACK         | PACK         | OTHER                                | TIME TO BE DELIVERED  |
| NEDO                              | -            | <b>√(3)</b>  | -            |                                      | TO BE COLLECTED FROM ENQUICY ROOM AFTER SPEECH. 'X'   |
| TUC                               | -            | V(3)         | -            |                                      |   |
| CRI                               | -            | (4)          | - 70         | + I RESOLUTION                       | FIN ADVANCE VIA MUR MONOCKI MIR WYNN OWEN   |
| CONSERVATIVE RESEARCH DEPT        | -            | N/           | -            |                                      | - SEE 'X' ABOVE   |
| AUSTRALIAN H.C.                   | -            | 1            | - 18 -       |                                      |   |
| NEW ZEALAND H.C.                  | -            | 1            | -            |                                      |   |
| CANADIAN H.C.                     | -            | 1            | -            |                                      |   |
| JAPANESE EMBASSY                  | -            | $\checkmark$ | -            |                                      |   |
| U.S. EMBASSY                      | - 108        | 1            | -            |                                      |   |
| FRENCH EMBASSY                    | -            | 1            | ~            |                                      |   |
| W. GERMAN EMBASSY                 | -            | 1            |              |                                      |   |
| LUXEMBOURG EMRASSY                | -            | $\checkmark$ | · ·          |                                      | 1F2 COLLECT PACKAGES FROM CHANCELOR'S OFFICE  |
| BELGIAN BUBASSY                   | -            | 1            | -            |                                      | AT 3.30 pm. IF 2 DELIVER TO ENQUIRY ROOM FOR  |
| DAMISH EMDASSY                    | -            | $\checkmark$ | -            |                                      | COLLECTION WHEN THE CHANCELLOR SITS DOLIN   |
| EIRE EMBASSY                      | -            | $\checkmark$ | -            |                                      |   |
| ITALIAN EMBASSY                   | -            | 1            | -            |                                      |   |
| GREEK BANGASSY                    | -            |              | -            |                                      |   |
| NETHERLAMDS BUBAESY               | -            | $\checkmark$ | - 10 C       |                                      |   |
| SPANISH EMBASSY                   | -            | $\checkmark$ | -            |                                      |   |
| PORTUGUESE EMBASSY                |              |              | 10 - A.      |                                      |   |
| TCSC                              | -            | 1 (5)        | 11-          |                                      |   |
| SCOTLAND                          |              | 1(6)         | -            |                                      | TO K.S. BY 11.00 am   |
| Pless Gauery                      |              | -            | -            | 30 X SECTIONED SPEECH, 30 X SNAPSHOT |   |
| PA GALLERT                        | -            | -            |              | I X UNSTAPLED                        |   |
| ITN                               | -            | -            | -            | 16 x SECTIONED SPEECH, 2 X UNSTAPLED |   |
| SUE TINSON, ITN BUDGET ADGRAMME   | -            | ~            | -            |                                      | TO BE COLLECTED FROM CHANGELLOR'S OFFICE AT   |
| ECONOMICS EDITOR, CHANNEL 4       | -            | V            | -            |                                      | 2.30 pm FOR PACE-BY-PACE DISTRIBUTION AS  |
| BBC TV                            | -            | -            | -            | IL & SECTIONED SPEECH, 2 X UNSTAPLED | CHANICELLOR SPEAKS. PACK'B'S TO BE HANDED   |
| PRODUCER, BBC EUDLET PROGRAMME    | -            |              | -            |                                      | OVER AT END OF SPEECH   |
| JANNE LONG, BBC ELONOMILLS EDITOR | -            |              | -            |                                      |   |
|                                   | Carl and the |              | C. S. Solice |                                      |   |

t SIR P MIDDLETON (3XFSBR), SIR T BURNS (2XFSBR) MR J ANGON, SUR G LITTLER, MR (Scholar MR BYATT, MR KEMP, MR A WILSON, MIGS Hueller MRCKelly (2XFSBR), MR MINUL, MR CUIPIN MISS PERSON, MR RIG Allen MR Pickford MISS C BYANS, MR CROPPER (3XFSBR), MR TYRE MR M Call (2XFSBR)

| RECIPIENT                        | PACK              | PACK         | PACK | OTHER                                     | TIME TO BE DELIVERED                             |
|----------------------------------|-------------------|--------------|------|---|--|
| BBC RADIO                        | - 18              | -            | -    | ILX SECTIONED SPEECH , I K UNSTAPLED      |  |
| BBC ELONOMICS CORRESPONDENT      | -                 |              | -    |   |  |
| PRODUCER, PM BUDGET SPECIAL      | -                 |              | - 11 |   |  |
| IRN                              |                   | -            | -    | 5 x SECTIONED SPEECH, I X UNSTAPLED       |  |
| DOUGLAS MOFFIT, ECONOMIKS EDUTOR | -                 | $\checkmark$ | -    |   |  |
| REITERS                          | -                 | -            | -    | I X UNSTAPLED                             |  |
| DAVID KEEPE, REITERS             | -                 |              | -    |   | TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT      |
| AP DOW JONES                     | -                 | -            | -    | I X UNSTAPLED                             | 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS         |
| MR GITTLER, AP DOW JONES         | -                 |              | -    |   | CHANCELLOR SPEAKS. PACK 'B'S TO BE HAMDED        |
| PA NEWSROOM                      | -                 | -            | -    | IX UNSTAPLED                              | over at end of speech                            |
| FT NEWSROOM                      | -                 | -            | -    | I K UNSTAPLED                             |  |
| DAVID WALKER, NEWS EDITOR, FT    | -                 | <b>√(2)</b>  | -    |   |  |
| ORACLE                           | -                 | -            | -    | IX SECTIONION SPEECH, IX UNSTAPLED        |  |
| PETER HALL, EDITOR, ORACLE       | -                 |              | -    |   |  |
| CEEFAX                           | -                 | -            | -    | I X SECTIONED SPEECH, I X UNSTAPLED       |  |
| DAVID WILSON, MANAGER TELETEXT   | -                 | 1            | -    |   |  |
| PRIME MINISTER (+ Nº10)          | -                 | 16)          |      | 4 XHMTPN'S, 4 X OGDAN'S, 6 X BUDGET GRIEF |  |
| CHIEK, AA, AK, AH + CR           | V (5)             | -            | -    | S X BUDDET BRIEF                          |  |
| HWAT MINISTERS                   | (4)               | -            | -    | 2 × FSBR FOR EACH MUNISTER                |  |
| HMT OFFICIALS t                  | √ (I8)            | -            | -    |   |  |
| N. IRELAND OFFICE                | V                 | -            | -    |   | BY 12.30 pm (AA TO AUTHORISE RELEASE)            |
| MR A BATTISHILL -IR              | 1                 | -            | -    |   |  |
| SIR A FRASER - CTE               | V                 | -            | -    |   |  |
| INLAND REVENUE                   | V (6)             | -            | -    |   |  |
| OUSTOMS + EXCLISE                | V (6)             | -            | -    |   |  |
| BANK OF ENGLAND                  | V(6)              | -            | -    |   |  |
| LEADER HIC (BIFFON)              |                   | -            | 1    |   |  |
| LEADER HIL (WHITELAW)            |                   | -            | 1    |   | TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm        |
| LEADER, OPPOSITION (KINNOCK)     | -                 | -            | 1    |   | AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOLIN |
| SHADOW CHANCELLOR (HATTERSLEY)   | -                 | - 1          | 1    |   |  |
|                                  | N. HERE THE STATE |              |      |   |  |

|                                      |           |  | at 2 Street  |                                  |   |
|--------------------------------------|-----------|--|--|----------------------------------|---|
| RECIPIENT                            | PACK<br>A | PACK<br>B  | PACK   | OTHER                            | TIME TO BE DELIVERED                            |
| RT. HON. T HUGGINS MP                | -         |  | ~  |                                  |   |
| MR N Forman MP                       | 396- C.S. |  | 1  |                                  |   |
| MR CHRISTOPHER (IRSF)                | -         | - 1  | 1  |                                  |   |
| MR R SHELDON MP                      | -         | -  |  |                                  | TO BE TIMEN TO THE HOUSE BY CR AT 3.00 pm       |
| SIR W CLARK MP                       | -         | -  | ~  |                                  | AND RELEASED TO PPS'S WHEN CHANCELER SITS DOLIN |
| mir in Neubert MP                    | -         | -  | V  |                                  |   |
| MR T GAREL-JONE MP                   | -         | - 1  | -  | I K SPEECH (FOR HM QUE DV)       |   |
| CABINET (AKCL. PM, CH, CST, LPC+LPS) | -         | -  | -  | 17 K SPEECH                      | - TO BE DESPATCHED WHEN CHANCELOR STOS DOWN     |
| HAMSARD                              | -         | -  | -  | I X SPEECH                       | VIA MH ON 3.15 pm FOR PAGE-07-PAGE DISTUBUTION  |
| MR T LANKETER (WASHINGTON)           | 1(3)      | -  | -  | ONLY IX SPEECH , IX BUDGET BRIEF |   |
| MR O BOSTOCIK (BRUSSELS)             | V(3)      | -  | -  | 4 × FSBR, 1 × BUDGET GRIEF       |   |
| DIRECTOR BIS. (NEW YORK)             | ~         | -  | -  |                                  | - 64 DIPLOMATIC CAG                             |
| BRITISH EMBASSY, PARLS               |           | -  | -  |                                  |   |
| UKDEL, DECID                         | V,        | -  | -  |                                  |   |
| SPERICER                             |           | -  | -  |                                  |   |
| CHIEF WHIP                           | V         | -  | -  |                                  | - 67 12.30 pm (VIA 60)                          |
| BRIAN DYER (FOR PS/SPEAKER)          | ×(2)      | -  | -  | IX SPEECH                        |   |
| TABLE OFFICE                         | -         | √(4)   | -  |                                  | - 10 10 2 10 -                                  |
| H/C LIGRARY<br>H/L LIGRARY           | -         | V(4)<br>V(4)   | -  |                                  | TO RS 69 3.00 pm                                |
| BUTTERWORTHS                         | _         | V(e)   | _  | 2 × RESOLUTIONS                  |   |
| - Office Manual D                    |           |  | 2.6 281  |                                  |   |
|                                      |           |  |  |                                  |   |
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|                                      |           |  |  |                                  |   |
|                                      |           |  | S. A. Land   |                                  |   |
|                                      |           | A REAL PROPERTY AND A REAL | THE REPORT OF A DESCRIPTION OF A DESCRIP |                                  |   |

## RESPONSIBILITIES FOR DISTRIBUTION : IDT

|   |  |          | E. Collins  |                           |                          |                                |                    |                 |                   |  |                 |                    |
|---|--|----------|-------------|---------------------------|--------------------------|--------------------------------|--------------------|-----------------|-------------------|--|-----------------|--------------------|
| RECIPIONT                               | WHOLE  | SNAPSHOT | FSBR        | CST<br>SUMMARY<br>+ GUIDE | HWAT<br>PRESS<br>NOTICES | OTHER DEPT<br>PRESS<br>NOTICES | E EPR<br>SUPPLEMEN |                 |                   |  |                 |                    |
|   |  |          |             |                           |                          | A PAR LONG                     |                    |                 |                   | A DALLAN                                 |                 |                    |
| PRESS GALLERY                           | 105  | 130      | 70          | 70                        | 70                       | 70                             | 70                 |                 |                   |  |                 |                    |
| OVERSEAS REPS                           | 10   | 10       | -           | -                         | -                        |                                | -                  |                 | Sec. 18           | Sec. Sale                                |                 |                    |
| OVERSEAS REPS<br>FLEET ST. PRESS        | 150  | 150      | ISO         | ISO                       | 150                      | ISO                            | ISO                |                 |                   |  |                 |                    |
| NON - PRESS                             | 200  | 200      | 200         | 200                       | 200                      | 200                            | 200                |                 |                   |  |                 |                    |
| DEPT'S PRESS OFFICES                    | 17   | 17       | 17          | 17                        | 17                       | 17                             | 17                 |                 |                   | A CONTRACTOR                             |                 |                    |
| HMT MAIL UST                            | and the second | -        | -           | -                         | 116                      | -                              | 116                |                 |                   | - Stranger                               |                 |                    |
| IDT, SPARES, INCL. ENQUIRT ROOM         | 15   | 20       | 30          | 10                        | 50                       | 30                             |                    | - Silin di      |                   |  | HE STATE        |                    |
| IDT, SPARES, INCL. ENQUIRY ROOM<br>FFJG | 20   | 20       | 20          | 20                        | 20                       | 20                             | 20                 | S 19.8          | 16 H 4            |  |                 |                    |
|   |  |          |             |                           |                          |                                |                    |                 |                   |  |                 | Bearing and the    |
|   | Sec. 1   |          |             |                           |                          |                                |                    |                 | - 30 - Net        |  |                 |                    |
| TOTAL                                   | 517  | 547      | 487         | 467                       | 623                      | 487                            | 573                |                 |                   | 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1 |                 |                    |
|   |  |          | 235.98      |                           |                          |                                |                    |                 |                   |  |                 |                    |
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|   |  |          |             |                           |                          |                                |                    |                 | Sec.              |  |                 |                    |
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|   |  |          |             |                           | C. Barris                |                                |                    |                 |                   |  |                 |                    |
|   |  |          |             |                           |                          |                                |                    |                 |                   | Sec. Sec.                                |                 | Contraction of the |
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|   |  |          |             |                           |                          |                                | The second         |                 |                   | 22                                       |                 |                    |
|   |  |          | CONCERNENT. | A 11. A 12. A 12. A 17.   | Carl State Law           |                                |                    | A CLASSE STREET |                   | And the second second                    | No. Contraction |                    |

## RESPONSIBILITIES FOR DISTRIBUTION: PARLAMENTARY SECTION

| RECIPIENT                   |   |
|-----------------------------|---|
| PS / SPEAKER<br>SPEAKER     | I X SPEECH                                      |
| SPEAKER                     | PACK'A' TO BE GIVEN TO BD BY CHANGELOR'S OFFICE |
| CHIEF WHIP                  | PACK'A'   |
|                             |   |
| JOURNAL OFFICE              | 6 x FSBR - FROM FP                              |
|                             | 6 x CST SUMMARIT & GUIDE - FROM ESTIMATES CLERK |
| TADIG MG                    |   |
| TABLE OFFICE                | 2 × PACK'A'                                     |
| NOTE, DOWNER DADOD ACCUS    |   |
| VOTE + PRINTED PAPER OFFICE | IISO X SNAPSHOT                                 |
|                             | ISO X HINTOPH'S FROM COMMITTEE SECTIONS         |
|                             | ILSO X OGDPN'S                                  |
|                             | ILSO X EPR SUPPLEMENT                           |
| BUTTERWORTHS                | 2 x REGILITIONS - FROM CHARNCELLOR'S OFFICE     |
| SU COCHUCI (1)              |   |
| H/C UBRARY                  | 4 × PACIL & FROM CHAMICELLOR'S OFFICE           |
| WL UBRARY                   | 4 x PACIL B FROM CHARMOELLOR'S OFFICE           |
| ide down (                  |   |
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## RESPONSIBILITIES FOR DISTRIBUTION : FP

|   |                     |              |             |               |               |               |             | 5.82.19          |                    |               |  | V                |
|---|---------------------|--------------|-------------|---------------|---------------|---------------|-------------|------------------|--------------------|---------------|--|------------------|
| RECIPIONT                                       | FSBR                | PACK B       |             |               |               | AL ACT        |             |                  |                    |               |  |                  |
| PARLIAMOTTARY SECTION<br>FP (SPARE)<br>SCOTLAND | 6                   |              | ] FROM      | HTMSO         |               |               |             |                  |                    |               |  |                  |
| FP (SPARE)                                      | 9                   | -            |             | A State State | SISSIN'       |               |             |                  |                    | a speciel     |  | Carlos Services  |
| SLOTLAND  | -                   | 6            | - FROM      | CHANCELLO     | R'S OFFICE    |               |             |                  |                    |               |  | C. Barren Street |
|   |                     |              |             |               |               |               |             |                  | No. Contraction    |               |  | a chailean a l   |
| TOTAL   | 15                  | 6            | Sec. Base   |               |               |               |             | Mar and a second | 26.21              |               |  |                  |
|   |                     | 他们们的         |             | Sec. 19       | 72            |               |             | and said         |                    | 460.0         |  | and the second   |
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|   |                     |              | A COLOR     | The second    |               |               | 14 19 · · · |                  |                    |               |  |                  |
|   |                     |              |             |               |               |               |             |                  |                    |               |  |                  |
|   |                     |              |             |               |               |               |             |                  |                    | 2.5.00        |  |                  |
|   |                     |              |             |               |               |               |             |                  |                    |               |  |                  |
|   |                     |              | Self- Line  |               |               | Astropher and |             |                  |                    |               |  |                  |
|   |                     |              |             |               |               |               |             |                  |                    | is in the     |  |                  |
|   | Participant in the  |              |             | A 10-1        |               |               |             |                  | Contraction of the |               |  |                  |
|   | Constant Providence |              |             |               |               |               |             |                  |                    |               |  | Martin Carl      |
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|   |                     | 1.5 March 1. |             | 4             |               | Mar State     |             |                  |                    |               |  |                  |
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|   |                     |              | L.S. TOP    |               |               |               |             |                  | Sec. And           |               |  |                  |
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|   |                     |              |             | 120.00        | 19.50         | 1.20 5.22     |             |                  | 1987 B. B.B.       |               | Contract of the                          |                  |
|   |                     |              | THE LIPS    |               |               |               |             |                  |                    |               | Constant State                           |                  |
|   |                     |              |             |               |               |               |             |                  |                    |               |  |                  |
|   |                     |              | 23. 191     | 1             |               | 112 8 6       |             |                  |                    |               |  | In the Reality   |
|   |                     |              | and refuge  |               |               |               |             |                  |                    |               |  |                  |
|   |                     |              | 18 A.       |               |               |               |             | S. S. S. Star    |                    |               |  | 20.208- L. C.    |
|   |                     |              | Staff Staff |               | Ness to Party |               |             |                  |                    |               | 1. |                  |
|   |                     | 1589.60      |             |               | A STREET      |               |             |                  |                    | A State State | 100                                      |                  |
|   |                     |              |             | PR. WER       |               |               |             |                  |                    |               | 1  |                  |

RM10.6

Confidential Comments taken on Board ()

we yelle Im

FROM: A A DIGHT DATE: 7 January 1988

MR A C S ALLAN MR TAYLOR MISS WALLACE MR HUDSON MRS THORPE MR WILLIAMS MR LYONS MISS MURPHY MRS SPRAGG MISS RUTTER MS EVEREST PHILLIPS MR HEYWOOD MISS FEEST MR BARNES MR WESTHEAD MR JUDGE MRS CHADWICK MR SARGENT MR MONCK MR LANKESTER MR CULPIN MR TURNBULL MR ODLING-SMEE MISS C EVANS MRS BURNHAMS MR MICHIE MR K SEDGWICK MR PICKFORD MISS SIMPSON MR S KEMP MR R I G ALLEN MR BUSH

MR FLITTON MR R EVANS MR P EDWARDS MR DYER MR R SAVAGE MR T DAVIES MR D SAVAGE MR C KNIGHT MR PORTEOUS MR RAWLINGS MR G ROGERS MISS TITMUSS MR CROPPER MR TYRIE MR CALL

MR N FORMAN MP H/C PS/INLAND REVENUE PS/CUSTOMS AND EXCISE

#### 1988 BUDGET AIDE MEMOIRE: FIRST DRAFT

I attach the first draft of this year's Aide Memoire. I should be grateful if all copy recipients would check through the Aide Memoire for any errors or additions, and in particular the following items:

| Item 12:  | Would <u>Mr Dyer</u> confirm the date for the Ten Minute Rule Bill to be |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|
|           | handed to the Public Bill Office.  |  |  |  |  |  |  |  |  |
| Item 19a: | Would Mr Monck confirm that he wishes to deliver the Budget              |  |  |  |  |  |  |  |  |
|           | packages to the CBI as in previous years.                                |  |  |  |  |  |  |  |  |
| Item 92:  | Would John Flitton provide a list of volunteer's to take packages to     |  |  |  |  |  |  |  |  |
|           | TV and radio stations.   |  |  |  |  |  |  |  |  |



Item 110: Would John Flitton also arrange for a volunteer to accompany Peter Edwards.

FSBR: Would FP check that dates and deadlines are acceptable.

 Budget

 Brief &
 Would EB check that dates and deadlines are acceptable.

 Snapshot

2. It would be appreciated if any comments could reach me by Friday 15 January 1988.

rdrdwight A A DIGHT

### 1988 BUDGET AIDE MEMOIRE

| AA  | Alex Allan      | (4330) |
|-----|-----------------|--------|
| JT  | Jonathan Taylor | (4519) |
| MW  | Moira Wallace   | (5004) |
| AH  | Andrew Hudson   | (5021) |
| JTH | Julie Thorpe    | (5011) |
| AD  | Anthony Dight   | (5012) |
| JW  | Julian Williams | (5014) |
| TL  | Tony Lyons      | (5013) |
| SM  | Sarah Murphy    | (5015) |
| PS  | Pat Spragg      | (5167) |
| RC  | Robert Culpin   | (4419) |
| CE  | Carys Evans     | (5170) |
| TB  | T Burnhams      | (5179) |
| KS  | Kevin Sedgwick  | (5169) |
| SP  | Steven Pickford | 4549)  |
| SK  | Simon Kemp      | (5208) |
| RA  | Richard Allen   | (4420) |
| HB  | Harry Bush      | (5252) |
| JF  | John Flitton    | (5188) |
| RE  | Richard Evans   | (5245) |
| PE  | Peter Edwards   | (5248) |
| BP  | Brian Porteous  | (4830) |
| RR  | Rod Rawlings    | (4889) |
| TD  | Tony Dolphin    | (5546) |
| PC  | Peter Cropper   | (4359) |
| CT  | Chris Titmuss   | (4840) |
| BD  | Brian Dyer      | (4520) |
| RS  | Richard Savage  | (5006) |
| TJD | Tony Davies     | (5163) |
|     |                 |        |

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### Preparation in weeks before the Budget

| <ul> <li>Clear date of Budget with No.10 (checking that there are no State<br/>Visits, Archbishop's enthronements etc).</li> <li>(2) Check with Speaker on allocation of guest seats available. JTH/MW</li> <li>(3) Consult Chancellor on distribution of seats. Make arrangements<br/>for collection of tickets for Speaker's Gallery and under the<br/>Gallery. Inform other guests of arrangements for collecting the<br/>tickets for Distinguished Stranger's Gallery and Speaker's Gallery<br/>(East).</li> <li>(4) Arrange for sufficient 1075 machines, stocks of paper and a<br/>mechanic on call to be available from Saturday before Budget Day.</li> </ul>   |        | 8  |                 |
|---|--------|--|-----------------|
| <ul> <li>(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).</li> <li>(4) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.</li> <li>(5) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.</li> <li>(6) Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.</li> <li>(7) Submit publicity arrangements to Chancellor. RA</li> <li>(8) Make arrangements for providing Press Gallery (P.A.), P.A. AD/JF Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).</li> <li>(9) Arrange for Budget Box to be collected from PRO PE</li> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials MW 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.)</li> <li><b>16 Sitting Days before Budget Day</b></li> <li>(12) Contact Mr Forman 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 opers( circa 10.00am) the following morning Tuesday, 23 February.</li> </ul> | (1)    | Clear date of Budget with No.10 (checking that there are no State  | JTH/MW<br>TB/AA |
| 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).       Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.       AD/RR         (4)       Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.       AD/RR         (5)       Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.       RA/JF         (6)       Arrange for members of Chancellor's Registry and volunteers from other Private Offices' Clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).       Check with EOG (David Lodge) for overnight accomodation to be provided.         (7)       Submit publicity arrangements to Chancellor.       RA         (8)       Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).       BD         (9)       Arrange for Budget Box to be collected from PRO       PE         (10)       Arrangements for laying of White Papers, etc.       BD         (11)       Circulate roster of Ministers covering Treasury Bench and officials MW       MW         covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subseque   | (2)    | Check with Speaker on allocation of guest seats available.   | JTH/MW          |
| <ul> <li>(4) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.</li> <li>(5) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.</li> <li>(6) Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.</li> <li>(7) Submit publicity arrangements to Chancellor. RA</li> <li>(8) Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).</li> <li>(9) Arrange for Budget Box to be collected from PRO PE</li> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(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.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman 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 cra be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 23 February.</li> </ul>  | (3)    | for collection of tickets for Speaker's Gallery and under the<br>Gallery. Inform other guests of arrangements for collecting the<br>tickets for Distinguished Stranger's Gallery and Speaker's Gallery               | JTH/MW          |
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| Discuss arrangements for TV Broadcast with the BBC.       Intervention of the provided of the papers of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).       AD         (6)       Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).       AD         (7)       Submit publicity arrangements to Chancellor.       RA         (8)       Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BEC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).       Arrange for Budget Box to be collected from PRO       PE         (9)       Arrange for Budget of Unisters 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.)       MW         16       Sitting Days before Budget Day       BD/Nigel Forman       BD/Nigel Forman         (12)       Contact Mr Forman 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, 23 February.       BD/Nigel Forman   | (4)    | Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.  | AD/RR           |
| other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).       Image: Check with EOG (David Lodge) for overnight accomodation to be provided.         (7)       Submit publicity arrangements to Chancellor.       RA         (8)       Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BEC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).       Arrange for Budget Box to be collected from PRO         (9)       Arrange for Budget Box to be collected from PRO       PE         (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.)       BD/Nigel Forman         16       Sitting Days before Budget Day       BD/Nigel Forman 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, 23 February.       BD/Nigel Forman   | (5)    |  | RA/JF           |
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| <ul> <li>(8) Make arrangements for providing Press Gallery (P.A.), P.A.<br/>Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle,<br/>Ceefax and Financial Times with Speech section by section (see<br/>item 92).</li> <li>(9) Arrange for Budget Box to be collected from PRO PE</li> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials<br/>covering official box (or available on the 'phone) for Budget<br/>Statement, remainder of Budget Day and three days of subsequent<br/>Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight<br/>in the Conference Room adjacent to the Public Bill Office (Whips<br/>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br/>can be handed in immediately the Public Bill Office opens (circa<br/>10.00am) the following morning <u>Tuesday, 23 February</u>.</li> </ul>   | (7)    | Submit publicity arrangements to Changeller  |                 |
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| <ul> <li>covering official box (or available on the 'phone) for Budget<br/>Statement, remainder of Budget Day and three days of subsequent<br/>Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day         <ul> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight<br/>in the Conference Room adjacent to the Public Bill Office (Whips<br/>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br/>can be handed in immediately the Public Bill Office opens (circa<br/>10.00am) the following morning <u>Tuesday, 23 February</u>.</li> </ul> </li> </ul>  | (10)   | Arrangements for laying of White Papers, etc.  | BD              |
| <ul> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight<br/>in the Conference Room adjacent to the Public Bill Office (Whips<br/>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br/>can be handed in immediately the Public Bill Office opens (circa<br/>10.00am) the following morning <u>Tuesday</u>, 23 February.</li> </ul>  | (11)   | covering official box (or available on the 'phone) for Budget<br>Statement, remainder of Budget Day and three days of subsequent   | MW              |
| in the Conference Room adjacent to the Public Bill Office (Whips<br>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br>can be handed in immediately the Public Bill Office opens (circa<br>10.00am) the following morning <u>Tuesday</u> , 23 February.   | 16 Sit | ting Days before Budget Day  |                 |
| Two weeks before Budget Day   | (12)   | in the Conference Room adjacent to the Public Bill Office (Whips<br>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br>can be handed in immediately the Public Bill Office opens (circa          | BD/Nigel Forman |
|   | Two    | reeks 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.

AA/RA

ACTION

#### CONFIDENTIAL

JF

RA/AA

SP/TB/PE/MW/BD

Chancellor's Office

- JF
- AD

(14) JF to organise arrangements for Budget Box photograph.

- (15) Lraft of T.V. Broadcast to be produced and circulated to other Ministers for comment.
- (16) TB co-ordinate along with PE, BD and MW, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). TB send similar note to Treasury Divisions and Revenue Departments. PE to write to other Departments Chief Press Officers. Both letters to give deadline for arrival of PN's (midday Friday 11 March). EB to get advance copies of PN's. (PE to confirm number of PNs expected per Department).
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124.

#### Week before Budget

- (18) Budget Box photograph at HMT.
- (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:
- (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<br>and               |
|     | TUC (636 4030)                           | )any Press Notices + 1 Resolution<br>for CBI         |
|     | NICG (235 2020)<br>Conservative Research |  |

Conservative Research Dept (222 9000)

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liasing with CBI for collection of package).

(b) JW to arrange with IF2 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 (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

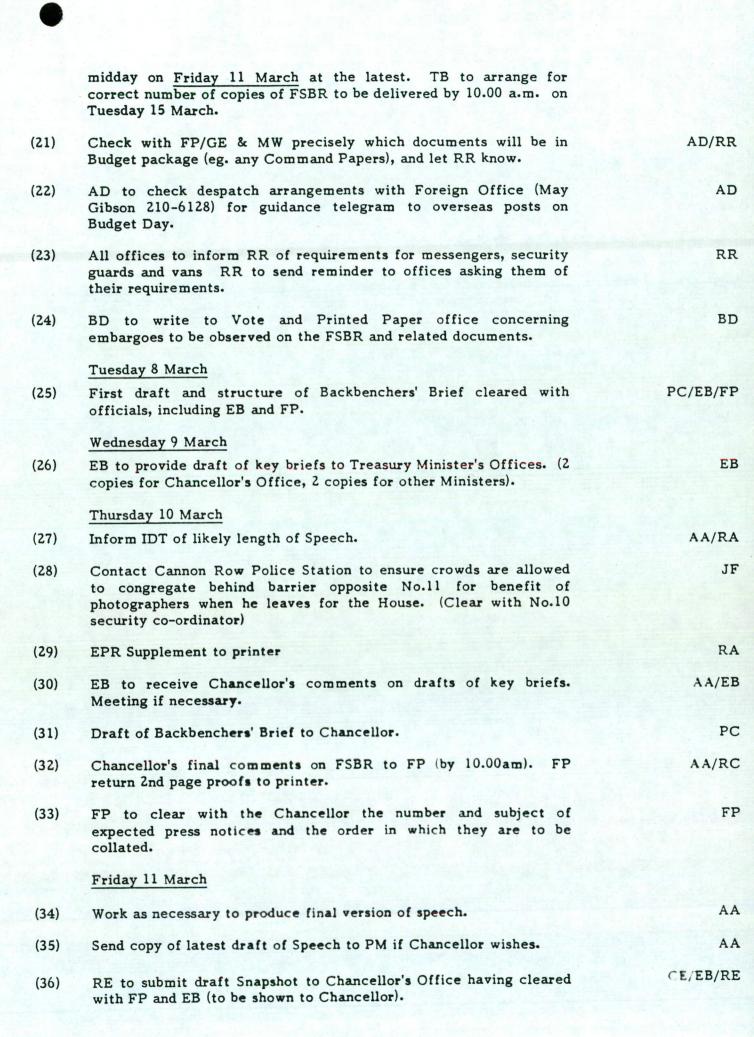
(c) RR to arrange shuttle flight for messenger to take package(s) to Scotland.

(20) FP confirm with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to AD and RR in CRU as appropriate (see Annex) by

RR

JW/TD

FP



| (37)   | Finalise arrangements with BBC for TV Broadcast.  | JF                     |
|--------|---|------------------------|
| (38)   | Prepare summary for The Queen and overseas posts (may also be used at Budget Cabinet) Submit to Chancellor's Office.  | RC                     |
| (39)   | EPR proof to Chancellor   | RA                     |
| (40)   | Submit final draft of TV broadcast if available.<br>Chancellor's Budget Broadcast meeting.  | PC/RA<br>AA            |
| (41)   | Check with AA whether any other Ministers or officials are to<br>receive advance copies of Budget documents other than those at<br>Annex.   | AD/AA                  |
| (42)   | Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 122).   | AD                     |
| (43)   | Chancellor's comments on backbenchers' Brief to Special Advisers.   | AA/PC                  |
| (44)   | Check catering and sleeping arrangements for Chancellor's office for 11 and 14 March.   | AD/RR                  |
|        |   |                        |
| (45)   | JTH to check with BD to ascertain timing of main speakers in<br>Budget Debate, and leave time free in the Chancellor's diary so<br>that he may (if he wishes) listen to the main speakers.  | JTH/BD                 |
| (46)   | JTH to co-ordinate Chancellor's meeting with the Backbench Finance Committee  | ЈТН                    |
| (47)   | Check arrival of press notices against numbers expected (see<br>Annex). Issue required numbers to AD and Committee Section in<br>accordance with list in Annex.   | Comm Section/AD        |
|        |   | SATURDAY-MONDAY        |
| Saturd | lay 12 March/Sunday 13 March  |                        |
| (48)   | Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are<br>required by Parliamentary Section). | BP/RR                  |
| (49)   | Book proofs of FSBR received by FP,<br>10.00 a.m., to be returned pm (copied to Chancellor).  | ТВ                     |
| (50)   | Chancellor: photo-call.   | JF                     |
| (51)   | Type Snapshot on A4 paper.  | IDT/EB                 |
| (52)   | Check and make corrections in Chancellor's speaking copy, section by section.   | Chancellor's<br>Office |
| (53)   | EPR proof to printer (with Chancellor's comments).  | RA                     |

|       |  | 1.36年月14日3月     |
|-------|--|-----------------|
| (54)  | Roll off and collate 36 copies of speech for:  | AD              |
|       | <ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance</li> </ul>   |                 |
|       | telegrams<br>- Chancellor (2)<br>- Prime Minister  |                 |
|       | - Governor & Treasury Ministers=(5)  | An All All All  |
|       | - Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,<br>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,<br>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.  |                 |
| (55)  | Mr Cropper has Backbenchers' Brief checked for factual accuracy<br>by EB.  | PC/EB           |
| (56)  | Send speaking copy and spare to Chancellor.  | AD              |
| Mon   | day 14 March   |                 |
| (57)  | 8.00 a.m. CE sign off final FSBR proof.<br>IDT sign off EPR proof  | CE<br>RA        |
| (58)  | Collect Budget Box from IDT.   | AD/JF           |
| (59)  |  |                 |
|       |  | AD              |
| (60)  | See item 81 - phone C&E, IR, B of E.   | JW              |
| (61)  | MW to confirm with Tony Davies that he will be available in<br>Speakers Yard to greet Chancellor and Mrs Lawson and show latter<br>to her seat. Thereafter to go to Chancellor's PPS's room to guard<br>over copies (see item 104) while Budget Speech is in progress. | TJD/MW          |
| (62)  | Chancellor's Office to receive from EB 2 copies of near-final draft of Brief during course of day.   | SK              |
| (63)  | Mr Evans gives Chancellor's Office 2 copies of near-final draft of Snapshot during course of day.  | RE              |
| (64)  | Confirm likely length of speech with IDT to guide radio/TV.  | AA/RA           |
| (6 5) | By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary.   | AA/PS           |
| (66)  | Check any corrections section by section.  | Chancellor's    |
| (67)  | Evening - either obtain confirmation from Chancellor that Speech<br>can be regarded as final or amend speaking copy in accordance<br>with his instructions. <u>Text must be finalised</u> .  | Office<br>AA/PS |
| (68)  | Final check of Backbenchers' Brief by EB.  | PC/EB           |
| (69)  | Produce index for speech.  | Chancellor's    |
| (70)  | Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.  | Office<br>JTH   |
| (71)  | Chancellor's Office receive Snapshot from RE for checking.   | SP/SK           |

### CONFIDENTIAL

| (72) | Check that CST Summary and Guide, Resolutions and EPR<br>Supplement have arrived in Chancellor's Office. (C Knight)  | AD                         |
|------|--|----------------------------|
| (73) | Advisers re-submit Backbenchers' Brief to Chancellor for final approval.   | PC/AA                      |
| (74) | Final check of Snapshot before collating.  | SP                         |
| (75) | CRU roll off 170 copies of Budget Brief.   | СТ                         |
| (76) | Photocopy 30 copies of final text section by section for   | Chancellor's               |
|      | <ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>  | Office                     |
| (77) | CX's office rolls off 99 copies of speaking copy, 75 copies section<br>by section and 13 unstapled sets. And CRU rolls off 1700 copies of<br>snapshot.   | Chancellor's<br>Office/CRU |
| (78) | As soon as possible Mr Cropper lets Miss Titmuss have the master<br>copy of the Backbenchers Budget Brief. Miss Titmuss will run off<br>400 copies. Mr Cropper will arrange for these to be distributed by<br>the Parliamentary Private Secretaries following the Budget<br>Speech.  | PC/CT                      |
| BUDG | ET DAY: 15 March   |                            |
| (79) | 0845: Chancellor (+ family) photocall in St James' Park  | JF                         |
| (80) | Tabling of Budget Resolutions by Parliamentary Counsel.  | FP                         |
| (81) | As soon as final version of brief is available let PS/IR, PS/C&E and<br>BofE know so that they can send a messenger to collect. (Brief may<br>not be ready until very late).   | AD                         |
| (82) | Order taxis to take MW & JW with speech sections to House at 3.00 pm.  | WL                         |
| (83) | 10.00 am: TB to check that FSBR has arrived.   | ТВ                         |
| (84) | 10.00 am: JF to supervise BBC team at No.11 for TV Broadcast   | JF                         |
| (85) | 10.30 a.m.: Budget Cabinet (time to be confirmed).   | JTH                        |
| (86) | RE to "mark up" (sideline) final version of speech   | HB/RE                      |
| (87) | EB to double-check headlined version of the speech.  | EB                         |
| (88) | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 500 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons<br>and to IDT (see Items 92 and 95). From Private Office production<br>of Speech send one copy by hand to SP EB Room 97/2) as soon as<br>possible. Copy to be marked up for PA. When master copy of | CT/JW/SP                   |

"marked up" speech is returned to the private office, 13 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters, AP Dow Jones and PA Newsroom, Financial Times Newsroom, Oracle and Ceefax.

- (89) By 11.00 am six copies of speech run off by AD, FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 19c) to take to Scotland. (See Item 117)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) 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.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 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) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 unstapled Speech with sidelines and headlines for pageby-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)

(d) BBC, TV White City (..... to collect)

- 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for pageby-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.

AD/KS

RE

MW

Chancellor's Office (NB: These envelopes to be handed over at the end of Chancellor's speech).

- (e) BBC Radio, Broadcasting House (..... 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:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... 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 pageby-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

#### (g) Reuters Newsroom (..... 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.

- (h) AP Dow Jones (..... 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 to Mr Gittler

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

- (i) P.A. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes 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.

- (k) Oracle (.....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.
- (1) Ceefax (.....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.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD



(95) 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):-

> 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.

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

(97) <u>Before 12.00</u>: MW gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.

- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.
- (99) By 12.30 p.m.: Make up and despatch SECRET envelopes containing

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

Prime Minister\* Chief Secretary (2xFSBR) Financial Secretary (2xFSBR) Paymaster General (2xFSBR) Economic Secretary (2xFSBR) Chancellor of the Duchy of Lancaster Officials, etc. (See Annex for list) (NB. Sir T Burns, Mr E P Kemp and Mr Call receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- (100) 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)

RR/PE

Chancellor's Clerks and Typists

MW/BD

TB/BD

Chancellor's Clerks

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

BD

AA/AD

| AD              | (AD phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)   |                       |
|-----------------|--|-----------------------|
| НВ              | At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command<br>Papers and Press Notices to be issued to HB for allocation to<br>members of IDT                                       | (101)                 |
| SK              | (Copies of Brief will be send direct to RA by EB for monitoring teams.)  |                       |
| RR/PE           | At 12.30 p.m. Committee Section to pack for IDT:   | (102)                 |
|                 | <ul> <li>517 copies of Speech (supplied by CRU)</li> <li>487 copies of FSBR</li> </ul>   |                       |
|                 | - 487 copies of other Depts'. Budget Press Notices   |                       |
| +)              | <ul> <li>547 copies of Snapshot</li> <li>623 copies of Tsy Press Notices (103 copies for Treasury Mailing lis</li> </ul>   |                       |
|                 | - 467 Cmnd Papers (CST Summary and Guide)  |                       |
|                 | in pre-addressed envelopes (provided by PE) for Press and other callers to collect   |                       |
|                 |  | a straight of         |
| AD              | l set each of Speech, Snapshot, FSBR, Resolutions, Command<br>Papers and Press Notices to be given to AA, JT, AH and MW, and   | (103)                 |
|                 | of speech only to JW.  |                       |
| MW/AD/RS        | 1 set each of Speech, FSBR, and Command Papers in sealed<br>envelopes addressed to:  | (104)                 |
|                 | Leader of the House of Commons: (Mr Biffen)  |                       |
|                 | Leader of the House of Lords: (Viscount Whitelaw)  |                       |
|                 | Leader of the Opposition (Rt. Hon. N Kinnock MP)<br>Shadow Chancellor (Rt. Hon. <del>R Hattersley MP)</del> John South MP  |                       |
|                 | Chancellor's PPS (Mr N Forman MP)<br>Rt Hon D Steel MP   |                       |
|                 | Rt Hon R Maclennon MP  |                       |
|                 | Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command   |                       |
|                 | Papers)<br>Sir William Clark MP (Chairman of Conservative Finance Committee)   |                       |
|                 | Mr Sheldon MP, Chairman PAC  | , Har                 |
|                 | Rt. Hon. T Higgins MP, Chairman TCSC<br>Mr M Neubert MP (Treasury Whip)  | 2 Horn<br>M. Lennort. |
|                 | Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen   | M. Lennoy.            |
|                 | to be given to MW to take with her to Mr Forman's room, for member   |                       |
|                 | of Parliamentary Section to guard over and for <u>Mr Forman</u> and other<br>PPS's to pick up directly after speech and give to those concerned.                                     |                       |
|                 |  | (100)                 |
| AA/AD           | Take Gladstone Box to Chancellor. Make up package consisting of speaking copy of Speech, and copies of FSBR, Resolutions,  | (105)                 |
|                 | Snapshot, Command Papers and Press Notices for Chancellor.   |                       |
|                 | Ensure he has a copy of the Budget Brief.  |                       |
|                 | t Day: After lunch   | Budge                 |
| AD/Chancellor's | Equalance copies of Speeches and ESBD for distribution to market   | (104)                 |
| Office          | Envelope copies of Speeches and FSBR for distribution to members<br>of the Cabinet (other than PM, Chief Secretary LPS + LPC) to be<br>despatched after the Chancellor has sat down. | (106)                 |

The



- (107) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and ...... 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 Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

IDT to collect packages (see item 102) from Committee Section

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, 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.
- (113)Delivery of Snapshot, Treasury Press Notices and other RS Departments' Press Notices to Vote and Printed Paper Offices (114)Laying of FSBR, Chief Secretary's Memorandum and Supply RS Estimates 1988-89 Summary & Guide. (115)During Speech: Note changes from typed version. MW At end of Speech (116)Set to go to Leader or Deputy Leader of the House of Lords (see MW Item 104).
- (117)TB to phone KS in Scotland to authorise release of documents.TB(118)Despatch by hand copies of Speech to other members of CabinetAD

(see Item 106).

JW

JF

RR/PE

SK

JF

IDT

JF

(119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) 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 IF2 Division.

- (120) Check Hansard.
- (121) 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)
- (122) Send copies as follows:-

|                 | Speech<br>and<br>Brief | Snapshot<br>Resolution,<br>Press Notices | FSBR | Cmd Papers |
|-----------------|------------------------|--|------|------------|
| Mr F Cassell    |                        |  |      |            |
| 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).

- (123) Give 8 copies of Speech, Snapshot, FSBR, Government Papers and AD/RS any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords.
   AD to give 2 copies of Resolutions to RS for Butterworths Law AD/RS Publishers.
- (124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

# ANNEX I

| RECIPIENTS                  | UNSTAPLED<br>SPEECH | WHOLE | SPEECH | SNAPSHOT | RESOLUTIONS | FSBR | CST<br>SUMMARY<br>+ GUIDE | HMT<br>PRESS<br>NOTICES | OTHER DEPT.<br>Arcess<br>NOTICES | EPR<br>SUPALEWENT | endret<br>Brudt |               |
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| CBI                         |                     | 4     | -      | 4        | 1.000       | 4    | 4                         | 4                       | 4                                | 4                 | -               | A Starting    |
| CONSERVATIVE RESEARCH DEPT. | -                   | i     |        | i        | -           | 1    | 1                         | 1                       | 1                                | i                 | de- da          | THE PLAN      |
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| BBC RADIO                   | 1                   | 2     | 11     | 2        | -           | 2    | 2                         | 2                       | 2                                | 2                 | -               |               |
| IRN                         | 1                   | 1     | 5      | 1        | -           | 1    | 1                         |                         | 1                                | 1                 | -               |               |
| REUTERS                     | 1                   | 1     | -      | 1        | -           | 1    | 1                         | 1                       | 1.                               | 1                 | -               |               |
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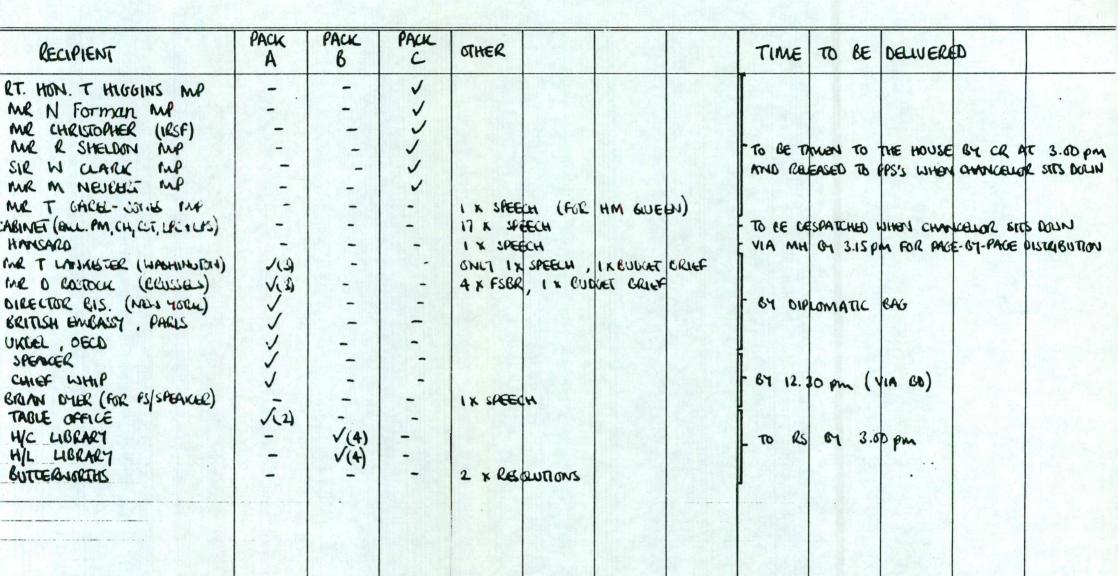
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|   |           |           |                     |             |                                      |                                      | PACKAGE A:     |                        | SPEECH, SNAPSHOT, RESOLUTIONS<br>FSBR, CST SUMMARY + 6UIDE,                       | UNMARY +   | owners .    |
| ANNEX II  |           |           |                     |             |                                      |                                      | MUNAUE         | 8:                     | SPEECH , SNAPSHOT , FSBR  | RHOT, FS   | R .         |
| BESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE | DISTRI BU | TION : CI | HANCELL             | or's of     | Flue                                 |                                      | PACKAGE        | :                      | CST SUMMARY + GUILE, HMIPN'S<br>OGDAN'S , EPR<br>SPECH, FSOR, CST SUMMARY + GUIDE | LA SULDE, H  | MIPN'S      |
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| LUXENEOSE BACASS  | 1         | >.        | •                   |             |                                      |                                      | - 1F2 CO       | ILECT PR               | 152 COLLECT PACKAGE FROM CHANCELORS OFFICE  | n chancel  | ords affice |
| CALIAN BULASSY  |           | , >       | • •                 |             |                                      |                                      | A1 3.30        | pm. IF 2               | AI 3.50 pm. IF 2 DELIVER TO ENGURY KOOM FOR                                       | - Hangala  | LOOM FOR    |
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t SIR P MIDCLETON (3×FSER), SIR T BURNS (2×FSBR) MR J ANGON, SIR G LITTLER, MR GCholar MR GYATT, MR KEMP, MR A WILSON, HIGG Huelle MRCK Elly (2×FSER), MR MMUL, MR CUIDIN MISS HEIRSJIN, MR RIG Allen MR Pick ford MISS C EVANS, MR CROPPER (3×FSBR), MR THE MR M Call (2×FSBR)

|  |                 |       |      |   | TWIC M COUL 12 K FSBK)                          |
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| PRODUCER, PM BUDGET SPECIAL              | -               | 1     | -    |   |   |
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| LOUGLAS MOFFIT, ECONOMICS ELLEOR         | 2               | 1     | -    |   |   |
| laters                                   | -               | -,    | -    | I & UNSTAPLED                             |   |
| DAND KEEPE, RENDERS                      | -               |       | -    |   | TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT     |
| AP DOW JONIES                            | -               | -,    | -    | l k unstapled                             | 2.30 pm FOR MOR-BY-PAGE DISTRIBUTION AS         |
| MR GITTLER AP DON JONES                  | -               | ~     | -    |   | CHANGELOR SPEAKS. PACK 'B'S TO BE HAMDED        |
| PA NEWSROOM<br>FT NEWSROOM               |                 |       | -    | IN UNSTAFLED                              | over at end of speech                           |
| DAVID WALKER, NEWS EDITOR, FT            |                 | V(2)  |      | I K UNSTAPLED                             |   |
| ORACLE                                   | -               | V (4) |      | IN SECTIONAL SOCIAL IN INVERSION          |   |
| PETER HALL, EDITOR, ORACLE               | -               | J     |      | I & SECTIONING SPEECH, I & UNSTAPLED      |   |
| CEEFAX                                   | -               |       | -    | I K SELTIFIHE SPEECH, I K UNSTAPLED       |   |
| LAVID WILSON, MANAGER TELETELT           | -               | 1     | -    |   |   |
| PRIME MINISTER (+ NOID)                  | -               | 16)   | -    | 4 AHMTPID'S, 4 x OGOTN'S, 6 X BUDGET GRUE |   |
| CHIEK, AA, AK, AH + CR                   | V (3)           | - 11  | - 11 | S x GUDGET BRIEF                          |   |
| HAAT MINISTERS                           | √ (4)<br>√ (18) |       | -    | 2 x PSBR FOR EACH MINISTER                |   |
| IMT OFFICIALS T                          | v (18)          |       | -    |   |   |
| N. IRELAND OFFICE<br>MR A BATTISHILL -IR | V I             |       |      |   | BY 12.30 pm (AQ TO AUTHORISE RELEASE)           |
| SIR A FRASER - CTE                       | 1               |       | 1    |   |   |
| INLAND REVENUE                           | V (6)           | _     |      |   |   |
| QUSTOMS + BKCLSE                         | 1 (6)           | _     | -    |   |   |
| CATAK OF ENGLAND                         | 16)             | -     | -    |   |   |
| LEADER WC (LIFFEN)                       | -               | -     | 1    |   |   |
| LEACER HIL (WHITELAW)                    | -               | -     | 1    |   | TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm       |
| EALER, UPPOSITION (KINNOUR)              | -               | -     | 1    |   | AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOLN |
| HADOW CHANCELLOR (HALTERSLEY)            | -               | -     | 1    |   |   |
|  | 6 34            |       |      |   |   |



## RESPONSIBILITIES FOR DISTRIBUTION : IDT

| RECIPIONT  | WHOLE                                     | SNAPSHOT                                  | FSBR                               | SUMMARY<br>+ GUIDE | HIMT<br>PRESS<br>NOTURS                   | PRESS<br>NOTICES | EPR<br>SUPPLEMAN |  |  |  |
|--|---|---|------------------------------------|--------------------|---|------------------|------------------|--|--|--|
| PRESS GALLERY<br>OVERSOPHS REPS<br>FLEET ST. PRESS<br>NON - PRESS<br>DEPT'S PRESS OFFICES<br>HIMT MAIL UST<br>IDT, SPARES, INCL. ENGURY 600M<br>FFJG | 105<br>10<br>150<br>207<br>17<br>15<br>20 | 130<br>10<br>150<br>200<br>17<br>20<br>20 | 70<br>ISO<br>200<br>17<br>30<br>20 | 70<br>             | 70<br>150<br>200<br>17<br>116<br>50<br>20 | 70<br>           | 70<br>           |  |  |  |
| TOTAL  | 517                                       | 547                                       | 487                                | 467                | 623                                       | 487              | 573              |  |  |  |
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## RESPONSIBILITIES FOR DISTRIBUTION: PARLAMENTARY SECTION

| RECIPIENT                             |   |
|---------------------------------------|---|
| IS / SPEAKER<br>SPEAKER<br>CHIEF WHIP | I X SPEECH<br>PACK'A'<br>PACK'A'<br>TO BE GIVEN TO BD BY CHANGELOR'S OFFICE |
| JOURNAL OFFICE                        | 6 x FSBR<br>6 x CST SUMMARY + GUIDE - FROM ESTIMATES CLERK                  |
| TABLE OFFICE                          | 2 * PACK'A'   |
| VOTE + PRINTED PAPER OFFICE           | IISO X SNAPSHOT<br>IISO X HMITPH'S<br>IISO X EER SUPPLEMENT                 |
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| PARLIAMONTARY<br>FP (SPARE)<br>SCOTLAND |       | 69      | 1. 计优先问题 | - FROM | HTMSO | r's offici |                        |         |         |   |                 |         |                |
|   | TOTAL | 15      | 6        |        |       |            |                        |         |         |   |                 | C.S. De |                |
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|   |       | See See |          | 的情况    |       |            | 16.252                 |         |         |   |                 |         |                |

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MRCULPIN



FROM: A C S ALLAN DATE: 2 February 1988

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cc Sir P Middleton Mr Scholar

### AIDE-MEMOIRE FOR PRIME MINISTER

The Chancellor now wishes to send an aide-memoire over to the Prime Minister before tomorrow's bilateral.

.. 2. I attach a draft which incorporates the main points the Chancellor wishes to make. I should be grateful for any urgent comments.

A C S ALLAN



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| <b>BUDGET SECRET</b> |
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AIDE MEMOIRE ON BUDGET

### Income tax

DRAFT

Basic personal allowances increased by twice the amount indicated by indexation (to £2,600 for single person and £4,100 for married man). Basic rate cut to 25p. Higher rate threshold raised to £20,000 of taxable income. All higher rates above 40p abolished, leaving a single higher rate of 40p.

### CGT

As with new US system, gains to be added to income and taxed at IT rates (25 per cent/40 per cent). though after allowance for indexation and annual exemptions. Helps basic rate taxpayers with small gains, and for higher rate taxpayers removes most of bias against income and in favour of capital gains. CGT (and CT on companies' gains) to be rebased to 1982) thus ending taxation of pape inflationary gains during the period 1965-1982.

### Mortgage interest relief

Only one portion of MIR relief to be allowed per residence, thus stopping cohabiting unmarried couples claiming two lots of relief, and ending tax penalty on marriage. Relief on new home improvement loans to be abolished; widely abused, and predominantly used for improvements such as double glazing which could reasonably be met out of income or savings. In all cases, change will apply only to new mortgages/loans.

### Maintenance and covenants

System substantially simplified, in addition to some yield. Maintenance payments to be made non-taxable in the hands of the recipient; tax relief for the donor to be restricted to payments of about £25,000 to divorced spouse (covers 90 per cent of existing

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cases); tax relief on other maintenance payments (eg. for children) to be abolished: present law (widened by recent Appeal Court judgement) in effect gives relief to all payments except those between married couples with children living with them.

BUDGET SECRET

For all covenants between individuals, payments to be tax free in the hands of the recipient, and relief for the donor to be ended. For student covenants, parental contribution to new student grants reduced by probably 25 per cent to compensate. No change in treatment of charitable covenants. Again, in all cases, change will apply only to new maintenance payments/covenants.

#### Car benefits

Car scales (which determine amount of taxable benefit from company car) to be doubled; this will raise taxable benefit from about a guarter of true value of benefit to about a half.

#### Corporation tax

Small companies CT rate to be reduced to 25p in line with basic rate of income tax.

#### Inheritance tax

IHT threshold to be raised from £90,000 to £107,000, with a single rate of 40 per cent (compared with present 30%/40%/50%/60% scale). Large numbers of small estates taken out of tax altogether, and substantial benefits to family businesses. Taken with other changes, means no direct tax rate in excess of 40 per cent.

#### Excise duties

Broadly uprated in line with inflation, but with some variations: eg. duty differential between leaded and unleaded petrol to be increased to 10p.

#### VAT

No change.

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Other proposals

Forestry to be exempted from taxation in future (produces revenue yield: offset by increased grants for forestry).

(rii) (iii)

(i)

Some relief to stimulate private rented sector: probably an extension of Business Expansion Scheme.

- Some administrative reforms of assessment system for <u>Lloyd's</u>.
- (iv) Action on <u>company residence and migration</u> to prevent potentially substantial tax loss.

### Independent taxation

From 1990-91, husband and wife to be taxed separately. Each will have their own tax allowance, own CGT annual exemption etc. Ends married women's tax grievances. Married man's allowance and wife's earned income allowance replaced by new married couples' allowance, normally given to the husband. Transitional provisions will ensure no losers - and many will gain (especially pensioners).

Some other changes in allowances: unmarried couples with children living together will be restricted to one Additional Personal Allowance; some minor personal allowances to be scrapped: housekeeper's allowance, dependant relative's allowance, and sons' and daughters' services allowance.



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### BUDGET SECRET BUDGET LIST ONLY

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ANNEX

APPROXIMATE COSTS (\*)

| 15 mg   |             | £ billion          |
|---|-------------|--------------------|
|   | 1988-89     | <u>1989-90</u>     |
| Increased personal allowances                                 | -0.7        | -0.9               |
| 25p basic rate  | -2.5        | -3.1               |
| Increased higher rate<br>threshold                            | -0.2        | -0.4               |
| Abolition of rates<br>above 40p                               | -0.8        | -1.7               |
| CGT changes   | nil         | -0.3               |
| Abolition of relief on improvement loans                      | +0.1        | +0.2               |
| Covenants/maintenace reforms                                  |             | +0.1               |
| Increased car scales  | +0.3        | +0.4               |
| Inheritance tax reform  | -0.1        | -0.3               |
| Other changes   | +0-1        | -                  |
| TOTAL   | -3.8        | -6.0               |
| *Net of indexation/revalorisation<br>£0.6 billion in 1990-91. | Independent | taxation will cost |

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System subsciencity simplified. Gets tax syrren our q'essentichy simple transactions. for maintenance jayments, stop taxing recipients and shop giving unlimited relies is donos. In avenents, end tax relief a mere Apetting relaction in parentel contribution to grants. No change in treatment of covenents is charities. No change for (easting avenants v mantenance.

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Ch This is my post shot at aide-memoire for PM. Is it sort of thing you want? Great advantage & getting it to PM tonight, Lefre platent tomorrow. Subject & yn comments I ju 1'U condite wyents & I ju puched o Robert fo comments AA

Add simplified scorecard as annex

STILL AS

with children )

DRAFT

RA7.26

#### AIDE MEMOIRE ON BUDGET

twhich option do you want to west or lote? Income tax

Basic rate cut to [24p]. Basic personal allowances increased in line with inflation (to just over £2,500 for single person and just #4,000 for married man). Higher rate threshold raised fin line with inflation, to £18,600]. Single higher rate of 40p. (May a Safe Man with 940 p.

National Insurance Contributions No change.

#### Independent taxation

From 1990-91, husband and wife to be taxed separately. Each will have their own tax allowance, own CGT annual exemption etc. Ends have bound's fax grounds. tax penalties on marriage. Married man's allowances and wife's earned income allowance replaced by new married couples allowance, normally given to the husband. Transitional provisions will ensure no losers - and many will gain (especially pensioners).

Some other changes in allowances: unmarried couples living together will be restricted to a single Additional Personal Allowance; (designed for single parents); some minor personal allowances to be scrapped: housekeepers allowance, dependant relatives allowance, and sons and daughters services allowance.

## As with new US system,

Gains to be added to income and taxed at IT rates (25 per cent/40 per cent), after allowance for indexation and annual

Cano for higher rather taxpayors removes more bias Helps basic rate taxpayers with small gains, CGT (and exemptions. CT on companies' gains) to be rebased to 1982, thus ending taxation of inflationary gains in the 70st. dum part 1965-1982.

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#### Mortgage interest relief

Only one portion of MIR relief to be allowed per residence, thus stopping cohabiting unmarried couples claiming two lots of relief, and ending tax penalty on marriage. Relief on new home improvement loans to be abolished; widely abused, and predominantly used for improvements such as double glazing which could reasonably be met out of income or savings. In all cash, change will apply and t new montgages / loans.

Maintenance and covenants System substantial standing of addition & some yould. Maintenance payments to be made non-taxable in the hands of the recipient; tax relief for the donor to be restricted to payments of about £25,000 to divorced spouse (covers 90 per cent of existing cases); tax relief on other maintenance payments (eg. for children) to be abolished: present law (widened by recent Appeal Court judgement) in effect gives relief to all except married couples with children living with them.

On student covenants, tax relief to payers (parents, grandparents etc) to be ended; / covenant payments non-taxable in hands of student; helps students with vacation jobs; parental contribution to new student grants reduced by 27 per cent to compensate.

Consast 25 ph cent ( Show montuch, ) all For other covenants, payments to be tax free in the hands of the recipient, and relief for the donor to be ended - except for No charge a tustinal Chailan! charities. County

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faxable Car scales (ie. amount of deemed benefit from company car) to be doubled; this will raise it from about a quarter of full cos to about a half.

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#### Corporation tax

Small companies CT rate to be reduced to the in line with basic rate of income tax.

(compart wit pisce 303/403/503/602 scale).

Inheritance tax

(pm \$90,000 \$ IHT threshold to be raised to £107,000, with a single rate of 40 per cent No lossers compared with what would happen if existing regime uprated in line with inflation. And substantial drift tax rate in factor of 40 pa cart. In

# Excise duties - prent single & doible rendonsation?

But no increases in Broadly uprated in line with inflation, pipe tobacco, cigars or spirits, with revenue recouped by slightly higher increases elsewhere]. Vehicle Excise Duty to remain at £100, with additional revenue raised from petrol duty Outy differential between leaded and unleaded petrol to be increased to 10p. stit

2 add annex into duty inverses the deange. No dungs.

#### Other proposals

(i) Forestry to be exempted from taxalion in future (produces revenue yield: offset by increased grants for forestry). Some relief to stimulate private rented sector: probably an extension of Business Expansion Scheme, but other options under discussion with Environment Secretary. Some administrative reforms of assessment system for Lloyd's; should be non-controversial. (iv) Action on company residence and migration to prevent potentially substantial tax loss. if Daily Mail case lost.

(split as sut rangeryb).

Thank hop. Gax: C Ens.

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CHARCK

the fultration / uval misation Indep Jul taxation will lot 20.6 m m 1990-91

tot alter. How Marketter & Spencer phoned. Existing 2 suits have been altered to fit, and they have found enough of the cloth to make up an taka pair of transers for the pure wool sur. That will take themas about a week. Shall They deliver them all together? or is there any special hung for the 2 suits that are ready? mpw 19/1

PS& North W. W.



Rank Xerox 850

Floppy Disk 8 IN Single Sided.

Double Density

Speech + Snapshot on Disk

Disk For FCO



FROM: NGERAY A A OIGHT DATE: 25 February 1987 January 1988

MR A C S ALLAN MR KUCZYS TAYLOR MR RYDING MISS WALLACE MR HUDSON MRS LESTER THORFE -MRS HENSON- MR WILLIAMS MR LYONS MISS CAMP MURPHY MRS SPRAGG MISS RUTTER MS MR FELSTEAD EVEREST PHILLIPS MR HEYWOOD MR N WILLIAMS - MIGS FEEST MR BARNES MR WESTHEAD MR JUDGE MISS FRANCIS\_ Chadwic MRS MR SAUNDERS- GARGENT MR MONCK MR LAVELLE- LANKEGTER MR SCHOLAR CULPIN MR TURNBULL MR ODLING - SMEE MISS C EVANS MR WALTERS MRS BURNHAMS MR ROMANSKI MICHIE MR K SEDGWICK MISS O'MARA MR PICKFORD MR PICKERING MISS SIMPSON MR S KEMP MR CULPIN - RIG Allen MR PICKFORD Buch

MR WOODALL FLITTON MR R EVANS MR P EDWARDS MR DYER MR SAVAGE MR'T DAVIES MR DOLPHIN- D. SAVAGE MR C KNIGHT MR PORTEOUS MR RAWLINGS MR G ROGERS MR JIWANI MISS TITMUSS MISS MURPHY MISS NICOLLE MISS BOGAN MRS WILKINS MRS MEASON MISS FRANKIS-MISS FINNEGAN MR CROPPER MR TYRIE MR ROSS GOOBEY Ca

### MR P LILLEY MP H/G MR N FORMANMP PS/INLAND REVENUE

PS/CUSTOMS AND EXCISE

1987 BUDGET AIDE MEMOIRE: FILST OLAFT to har draft of Connect to the try I attach this year's Aide Memoire. Many thanks to all those who contributed to it. I should be grateful if you all copy recipients would check through the Aide Memoire for any performs or additions, insort and in particular the Following item? Miget FRAY It would be appreciated if any NIGET FRAY Comments could reach me by Friday 15 January 1988. A.A. DIGHT

ANNER (A)

Item 12: Would MR Dyer Confirm the date for the Ten Munite Rule Bill to be handed to the Public Bull office Item 19 a: Would MR Monck Confirm that he wishes to deliver the Budget packages to the CBI as in previous years. Item 92: Would John Flitton provide a List of Volunteer's to take packages to TV and Radio Stations Would John Flutton also arrange for a Volunteer to accompany Peter Edwards. Would FP check that dates and deadlines Itan: 110: FSBR .: are acceptable Would EB check that dates and deadlines Budget B Brighing H Snapshof are acceptable. A.A.DIGHT

#### Preparation in weeks before the Budget

- 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).
- (2) Check with Speaker on allocation of guest seats available.
- (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).
- (4) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.
- (5) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.
- Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 14/15 March and on Budget Day. (For IDT as well).
   Check with EOG (David Lodge) for overnight accomodation to be provided.
- (7) Submit publicity arrangements to Chancellor.
- (8) Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).
- (9) Arrange for Budget Box to be collected from PRO
- (10) Arrangements for laying of White Papers, etc.
- (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.)

#### 16 Sitting Days before Budget Day

- MR Forman
- (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, 24 February.

23

#### 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.

ACTION

TTH DAL/OR TG DW/AA

TTH DELOR NW

AD MF/RR

AD NF

RA RC

PE

BD

MW OR

Nigel Forman **BD**/Peter Lilley

AA/Re



- (14) 🔊 to organise arrangements for Budget Box photograph.
- (15) Draft of T.V. Broadcast to be produced and circulated to other Ministers for comment.
   TB
- (16) DW co-ordinate along with PE, BD and OR, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). DW send similar note to Treasury Divisions and Revenue Departments. PE to write to other Departments Chief Press Officers. Both letters to give deadline for arrival of PN's (midday Friday 13 March). EB to get advance copies of PN's. (PE to confirm number of PNs expected per Department).
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124.

#### Week before Budget

JN

- (18) Budget Box photograph at HMT.
- (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:
- \* (ensuring that the Press are kept separate from Diplomats, CBI etc).

| CBI (379 7400) copies of Speech,<br>Snapshot, FSBR, Command                            | 1 Papers  |
|--|-----------|
| and  |           |
| TUC (636 4030))any Press Notices + 1 ReNICGfor CBIConservative ResearchDept (222 9000) | esolution |

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liasing with CBI for collection of package).

(b) MH to arrange with IF2 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 (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

(c) RR to arrange shuttle flight for messenger to take package(s) to Scotland.

(20) FP confirm with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to NF and RR in CRU as appropriate (see Annex) by midday on Friday 13 March at the latest. DW to arrange for TC

RA RC/AA

6P TB MV MOM/DW/PE/OR/BD

> Chancellor's Office

> > TF SW

IN MH/TD

RESTRICTED

| 6 |   |   |  |
|---|---|---|--|
|   |   | , |  |
|   | - | - |  |

|      | correct number of copies of FSBR to be delivered by 10.00 a.m. on<br>Tuesday 17 March.  |              |
|------|---|--------------|
| (21) | Check with FP/GE & OR precisely which documents will be in<br>Budget package (eg. any Command Papers), and let RR know.   | AD MF/RR     |
| (22) | AD<br>NF to check despatch arrangements with Foreign Office for<br>guidance telegram to overseas posts on Budget Day.   | 210 6128) AD |
| (23) | All offices to inform RR of requirements for messengers, security<br>guards and vans. RR to send reminder to offices asking them of<br>their requirements.  | RR           |
| (24) | BD to write to Vote and Printed Paper office concerning<br>embargoes to be observed on the FSBR and related documents.  | BD           |
| (25) | Tuesday 10 March<br>First draft and structure of Backbenchers' Brief cleared with<br>officials, including EB and FP.  | PC/EB/FP     |
| (21) | Wednesday 11 March  |              |
| (26) | EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).   | EB           |
|      | Thursday 2 March  | RA           |
| (27) | Inform IDT of likely length of Speech.  | AA/RC        |
| (28) | Contact Cannon Row Police Station to ensure crowds are allowed<br>to congregate behind barrier opposite No.11 for benefit of<br>photographers when he leaves for the House. (Clear with No.10<br>security co-ordinator) | TF SW        |
| (29) | EPR Supplement to printer   | RA RC        |
| (30) | EB to receive Chancellor's comments on drafts of key briefs.<br>Meeting if necessary.   | AA/EB        |
| (31) | Draft of Backbenchers' Brief to Chancellor.   | PC           |
| (32) | Chancellor's final comments on FSBR to FP (by 10.00am). FP return 2nd page proofs to printer.   | AA/MS        |
| (33) | FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.  | FP           |
|      | Friday 13 March   |              |
| (34) | Work as necessary to produce final version of speech.   | AA           |
| (35) | Send copy of latest draft of Speech to PM if Chancellor wishes.   | AA           |
| (36) | RE to submit draft Snapshot to Chancellor's Office having cleared with FP and EB (to be shown to Chancellor).   | CE/EB/RE     |
| (37) | Finalise arrangements with BBC for TV Broadcast.  | JF SW        |

### and overseas posts

| (38) | Prepare summary for The Queen (may also be used at Budget<br>Cabinet). Submit to Chancellor's Office. |  |
|------|---|--|
| (39) | EPR proof to Chancellor   |  |

- (40) Submit final draft of TV broadcast if available. Chancellor's Budget Broadcast meeting.
- (41) Check with AA whether any other Ministers or officials are to receive advance copies of Budget documents other than those at Annex.
- (42) Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 122).
- (43) Chancellor's comments on backbenchers' Brief to Special Advisers.
- (44) Check catering and sleeping arrangements for Chancellor's office for 13 and 16 March.

#### JTH

- (45) 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.
- (46) DL to co-ordinate Chancellor's meeting with the Backbench Finance Committee
- (47) Check arrival of press notices against numbers expected (see Annex). Issue required numbers to NF and Committee Section in accordance with list in Annex. AD

#### SATURDAY-MONDAY

Comm Section/NF

RC MS

RA RC

AD NF/AA

AD NF

AA/PC

AD NF/RR

TTH DL/BD

ITH DL

AD

#### 12 Saturday 14 March/Sunday 15 March

Collation of Press Notices by Committee Section and volunteers BP/RR (48)(NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are required by Parliamentary Section). TB DW (49)Book proofs of FSBR received by FP, 10.00 a.m., to be returned (copied to Chancellor). JF SW (50)Chancellor: photo-call. IDT/EB (51)Type Snapshot on A4 paper. Chancellor's Check and make corrections in Chancellor's speaking copy, section (52)Office by section. RA RC EPR proof to printer (with Chancellor's comments). (53)AD NF Roll off and collate 36 copies of speech for: (54)- Private Secretaries (4, including AH) - EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams

- Chancellor (2)
- Prime Minister
- Governor & Treasury Ministers=(5)
- Permanent Secretaries (4), Deputy Secretaries (7), Mr Scholar, Culpun RIG Allen Mr Gulpin, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Ross Goobey, Coll

Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.

- (55) Mr Cropper has Backbenchers' Brief checked for factual accuracy PC/EB by EB.
   (56) Send speaking copy and spare to Chancellor.
   Monday 16 March
- (57) 8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof
  (58) Collect Budget Box from IDT.
  (59) 9.00 a.m. Ensure that copies circulated by hand as in item 54.
  (60) See item 81 - phone C&E. IB. B of E.
  (60) See item 81 - phone C&E. IB. B of E.
- (60) See item 81 phone C&E, IR, B of E.
- (61) GR to confirm with Tony Davies that he will 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 104) while Budget Speech is in progress.
- (62) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief during course of day.
- (63) Mr Evans gives Chancellor's Office 2 copies of near-final draft of Snapshot during course of day.
- (64) Confirm likely length of speech with IDT to guide radio/TV.
- (65) By 12.00 noon: Receive <u>FINAL</u> comments on speech. Start amending speech as necessary.
- (66) Check any corrections section by section.
- (67) Evening either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. <u>Text must be finalised</u>.
- (68) Final check of Backbenchers' Brief by EB.
- (69) Produce index for speech.
- (70) Chancellor due at Buckingham Palace, 6.00 p.m. to be Confirmed
- (71) Chancellor's Office receive Snapshot from RE for checking.
- (72) Check that CST Summary and Guide, Resolutions and EPR Supplement have arrived in Chancellor's Office. (CKmght)
- (73) Advisers re-submit Backbenchers' Brief to Chancellor for final approval.

RA

RE

SK

AA/BC

TJD/CR

AA/PS

Chancellor's Office AA/PS

PC/EB

Chancellor's Office

SP MOM/SK

AD NF

PC/AA

| (74)      | Final check of Snapshot before collating.   | SPMOM                      |
|-----------|---|----------------------------|
| (75)      |   | CT                         |
| (75)      | CRU roll off 170 copies of Budget Brief.  | 01                         |
| (76)      | Photocopy 30 copies of final text section by section for  | Chancellor's<br>Office     |
|           | <ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> </ul>  |                            |
|           | <ul> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>   |                            |
| who are h |   |                            |
| (77)      | CX's office rolls off 99 copies of speaking copy, 75 copies section<br>by section and 13 unstapled sets. And CRU rolls off 1700 copies of<br>snapshot.  | Chancellor's<br>Office/CRU |
| (78)      | As soon as possible Mr Cropper lets Miss Titmuss have the master<br>copy of the Backbenchers Budget Brief. Miss Titmuss will run off<br>400 copies. Mr Cropper will arrange for these to be distributed by<br>the Parliamentary Private Secretaries following the Budget<br>Speech. | PC/CT                      |
| BUDG      | ET DAY: 17 March  |                            |
| <u></u>   |   | JF                         |
| (79)      | 0845: Chancellor (+ family) photocall in St James' Park   | SW                         |
| (80)      | Tabling of Budget Resolutions by Parliamentary Counsel.   | FP                         |
| (81)      | As soon as final version of brief is available let PS/IR, PS/C&E and<br>BofE know so that they can send a messenger to collect. (Brief may<br>not be ready until very late).  | AD NF                      |
| (82)      | Order taxis to take CR, TL & MA with speech sections to House at 3.00 pm.   | AN MH                      |
| (83)      | 10.00 am: DW to check that FSBR has arrived.  | TB DW<br>TF SW             |
| (84)      | 10.00 am: SW to supervise BBC team at No.11 for TV Broadcast  | JF SW                      |
| (85)      | 10.30 a.m.: Budget Cabinet (time to be confirmed).  | HB                         |
| (86)      | RE to "mark up" (sideline) final version of speech  | SP/RE                      |
| (87)      | EB to double-check headlined version of the speech.   | IN SP                      |
| (88)      | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 500 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons  | СТ/МЯ/МОМ                  |

distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production of Speech send one copy by hand to MOM EB Room 97/2) as soon as possible. Copy to be marked up for PA. When master copy of "marked up" speech is returned to the private office, 13 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters, AP Dow Jones and PA Newsroom, Financial Times Newsroom, Oracle and Ceefax.

#### RESTRICTED

### AD

- (89) By 11.00 am six copies of speech run off by NF, FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 19c) to take to Scotland. (See Item 117)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) 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.
- (92) Prepare packages as follows:
  - (a) Press Gallery (Janiss Murphy to collect)
    - 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) P.A. Gallery (Simon Woodall to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*

#### (c) ITN, Wells Street (Lynsey Nicolle to collect)

- 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
- 2 unstapled Speech with sidelines and headlines for pageby-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)

(d) BBC, TV White City (Francis Bogan to collect)

#### . .... .....

- 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for pageby-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).

(e)

BBC Radio, Broadcasting House (Nigel Williams to collect)

AD NF/KS

RE

### MNGR

Chancellor's Office

- 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 <u>at end</u> of Chancellor's speech

- (f) Independent Radio News (Debbie Francis 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 pageby-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 <u>end</u> of Chancellor's speech

- (g) Reuters Newsroom (Guy Westhead 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.

### (h) AP Dow Jones (Pauline Wilkins 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 to Mr Gittler

NB. This envelope only to be handed over <u>at the end</u> of the Chancellor's Speech.

- (i) P.A. Newsroom (Kathy Meason to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution. \*

. . . . . . . . . .

(j)

## F.T. Newsroom (Max Felstead to collect)

- 1 unstapled speech with sidelines and headlines for page by page distribution. \*
- 2 envelopes 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.

- (k) Oracle (Liz 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.
- (l) <u>Ceefax</u> (Marie 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.

\* 13 'marked-up' copies of Speech (unstapled) are to be provided by
 JC by 2.30 p.m.
 M

- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP, 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, AK, AH and CR).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to NF for distribution as in Annex. (Other 4 Briefs to AA, AK, AH and CR).
- (95) 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):-

SM

TE AD NF/DW/SK

SK/NF AD

RR/PE

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.

- (96) Start collation of full text of Speech with index and checklist.
  - MW
- (97) <u>Before 12.00</u>: If gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.
- (98) Parliamentary Section to be given 6 copies of FSBR by DW for laying before Parliament.
- (99) <u>By 12.30 p.m.</u>: Make up and despatch SECRET envelopes containing

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

Prime Minister\* Chief Secretary (2xFSBR) Financial Secretary (2xFSBR) Economic Secretary (2xFSBR) Minister of State (2xFSBR) Chancellor of the Duchy of Lancaster

Rymoster

General

Officials, etc. (See Annex for list) (NB. Sir T Burns, Mr E P Kemp and Mr Ress Goobey receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

Speaker (via Mr Dyer) Chief Whip (via Mr Dyer) 1 Set of above to Northern Ireland Office. AD MF to seek authorisation from AA to issue packages to other Ministers and Officials.

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- (100) 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)
     AD
     (NF phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)
- (101) <u>At 12.30 p.m.</u>: 14 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to **P** for allocation to members of IDT

Chancellor's Clerks and Typists

MN CR/BD

Chancellor's Clerks

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

BD

HB SP

AO NF

(Copies of Brief will be send direct to RC by EB for monitoring SK teams.) (102)At 12.30 p.m. Committee Section to pack for IDT: RR/PE - 517 copies of Speech (supplied by CRU) - 487 copies of FSBR - 487 copies of other Depts'. Budget Press Notices - 547 copies of Snapshot - 623 copies of Tsy Press Notices (103 copies for Treasury Mailing list) - 467 Cmnd Papers (CST Summary and Guide) in pre-addressed envelopes (provided by PE) for Press and other callers to collect AD NF 1 set each of Speech, Snapshot, FSBR, Resolutions, Command (103)Papers and Press Notices to be given to AA, AK, AH and CR, and of speech only to TL. 1 set each of Speech, FSBR, and Command Papers in sealed MN CR/NF/RS (104)envelopes addressed to: Leader of the House of Commons: (Mr Biffen) Rt Hon D Steel MP P30 Rt Hon R Maclennan MP 30 Rt Hon J Molyneaux MP Dt Command Leader of the House of Lords: (Viscount Whitelaw) Leader of the Opposition (Rt. Hon. N Kinnock MP) Shadow Chancellor (Rt. Hon. R Hattersley MP) Chancellor's PPS (Mr P Lilley MP) N Forman Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command Papers) Sir William Clark MP (Chairman of Conservative Finance Committee) Mr Sheldon MP, Chairman PAC Rt. Hon. T Higgins MP, Chairman TCSC Mr M Neubert MP (Treasury Whip) Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen Formans MW to be given to CR to take with her to Mr Lilley's room, for member of Parliamentary Section to guard over and for Mr Lilley and other Forman PPS's to pick up directly after speech and give to those concerned. Take Gladstone Box to Chancellor. Make up package consisting of (105)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. Budget Day: After lunch 4D NF/Chancellor's (106)Envelope copies of Speeches and FSBR for distribution to members Office of the Cabinet (other than PM, Chief Secretary LPS + LPC) to be despatched after the Chancellor has sat down. At 2.30 pm: Volunteers collect packages from Chancellor's office (107)for page by page release (see item 92). TN IN MA MH to take copy of speech to official reporters, to be handed over (108)

page by page when Chancellor delivers speech. MH to remain in Hansard Office until Ch/Ex sits down. JN

#### RESTRICTED



- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and Januss Murphy 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 Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

IDT to collect packages (see item 102) from Committee Section

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, 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.
- (113) Delivery of Snapshot, Treasury Press Notices and other Departments' Press Notices to Vote and Printed Paper Offices
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates. 1987 - 88 Summary + Guide 1988-89 Summary + Guide
- (115) During Speech: Note changes from typed version.

## At end of Speech

- (116) Set to go to Leader or Deputy Leader of the House of Lords (see Item 104).
- (117) TB DW to phone KS in Scotland to authorise release of documents.
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106).
- (119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) 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 IF2 Division.

RR/PE

SK

TF SW

IDT

SW

RS

RS

MW

MW

CR 1B

ADNE

TB

MH/TD/DW

JN

- (120) Check Hansard.
- (121) 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)
- (122) Send copies as follows:-

| 11  | Speech<br>and<br>Brief | <u>Snapshot</u><br><u>Resolution</u> ,<br>Press Notices | FSBR | Cmd Papers |
|---|------------------------|---|------|------------|
| Me F Caosell<br>Mr T Lankester<br>British Embassy |                        |   |      |            |
| Washington  | 1                      | 3   | 3    | 3          |
| Mr D Bostock<br>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).

- (123) 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.
  - ADNF to give 2 copies of Resolutions to RS for Butterworths Law Publishers.
- (124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

## CHANCELLOR'S OFFICE

CR/R

AD NF/RS

AD NF/RS

| - |  |  |
|---|--|--|
| • |  |  |
| - |  |  |

| (72) | Check that CST Summary and Guide, Resolutions and EPR<br>Supplement have arrived in Chancellor's Office. (C Knight)  | AD                         |
|------|--|----------------------------|
| (73) | Advisers re-submit Backbenchers' Brief to Chancellor for final approval.   | PC/AA                      |
| (74) | Final check of Snapshot before collating.  | SP                         |
| (75) | CRU roll off 170 copies of Budget Brief.   | CT                         |
| (76) | Photocopy 30 copies of final text section by section for   | Chancellor's               |
|      | <ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>  | Office                     |
| (77) | CX's office rolls off 99 copies of speaking copy, 75 copies section<br>by section and 13 unstapled sets. And CRU rolls off 1700 copies of<br>snapshot.   | Chancellor's<br>Office/CRU |
| (78) | As soon as possible Mr Cropper lets Miss Titmuss have the master<br>copy of the Backbenchers Budget Brief. Miss Titmuss will run off<br>400 copies. Mr Cropper will arrange for these to be distributed by<br>the Parliamentary Private Secretaries following the Budget<br>Speech.  | PC/CT                      |
| BUDG | ET DAY: 17 March   |                            |
| (79) | 0845: Chancellor (+ family) photocall in St James' Park  | JF                         |
| (80) | Tabling of Budget Resolutions by Parliamentary Counsel.  | FP                         |
| (81) | As soon as final version of brief is available let PS/IR, PS/C&E and<br>BofE know so that they can send a messenger to collect. (Brief may<br>not be ready until very late).   | AD                         |
| (82) | Order taxis to take MW, TL & JW with speech sections to House at 3.00 pm.  | JW                         |
| (83) | 10 00 am: TB to check that FSBR has arrived.   | TB                         |
| (84) | 10.00 am: JF to supervise BBC team at No.11 for TV Broadcast   | JF                         |
| (85) | 10.30 a.m.: Budget Cabinet (time to be confirmed).   | ITH                        |
| (86) | RE to "mark up" (sideline) final version of speech   | HB/RE                      |
| (87) | EB to double-check headlined version of the speech.  | EB                         |
| (88) | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 500 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons<br>and to IDT (see Items 92 and 95). From Private Office production<br>of Speech send one copy by hand to SP EB Room 97/2) as soon as<br>possible. Copy to be marked up for PA. When master copy of | CT/JW/SP                   |

# **1987 BUDGET AIDE MEMOIRE**

|     | AA  | Alex Allan                       | (4330) |
|-----|-----|----------------------------------|--------|
| TT  | AK  | Tony Kuczys                      | (4519) |
| MW  | CR  | Cathy Ryding                     | (5004) |
|     | AH  | Andrew Hudson                    | (5021) |
| TTH | DE  | Juli e Thorp<br>Debbie Lester    | (5011) |
| AD  | NF  | ANTHONY DIGHT<br>Nigel Fray      | (5012) |
| JN  | MH  | Meena Henson-                    | (5014) |
|     | TL  | Tony Lyons                       | (5013) |
| 5M  | Je  | Sarah Murphy<br>Janet Camp       | (5015) |
|     | PS  | Pat Spragg                       | (5167) |
| RC  | MS  | Robert Culpun<br>Michael Scholar | (4419) |
|     | CE  | Carys Evans                      | (5170) |
| TB  | DW  | T Bunhams<br>Doug Walters        | (5179) |
|     | KS  | Kevin Sedgwick                   | (5169) |
| SP  | MOM | Hargaret O'Mara                  | (4549) |
|     | SK  | Simon Kemp                       | (5208) |
| RA  | RC  | Richard Allen<br>Robert Culpin   | (4420) |
| # H | BSP | Stephen Pickford                 | (5252) |
| JF  | SW  | Simon Woodall                    | (5188) |
|     | RE  | Richard Evans                    | (5245) |
|     | PE  | Peter Edwards                    | (5248) |
|     | BP  | Brian Porteous                   | (4830) |
|     | RR  | Rod Rawlings                     | (4889) |
|     | TD  | Tony Dolphin                     | (5546) |
|     | PC  | Peter Cropper                    | (4359) |
|     | CT  | Chris Titmuss                    | (4840) |
|     | BD  | Brian Dyer                       | (4520) |
|     | RS  | Richard Savage                   | (5006) |
|     | TJD | Tony Davies                      | (5163) |
|     |     |                                  |        |

E8 JAN 1988

MR A C S ALLAN

MISS WALLACE

MR TAYLOR

MR HUDSON

MRS THORPE

MR WILLIAMS

MISS MURPHY

MRS SPRAGG

MISS RUTTER

MS EVEREST PHILLIPS

MR LYONS

CONFIDENTIAL

Comments taken on



FROM: A A DIGHT DATE: 7 January 1988

MR FLITTON MR R EVANS MR P EDWARDS MR DYER MR R SAVAGE MR T DAVIES MR D SAVAGE MR C KNIGHT MR PORTEOUS MR RAWLINGS MR G ROGERS MISS TITMUSS MR CROPPER MR TYRIE MR CALL

MR N FORMAN MP H/C PS/INLAND REVENUE PS/CUSTOMS AND EXCISE

fer minon suggestions

Annex I reed checking, & course. Is the

to Teblitt ? If so it should drop out. If to a DTI Minute swely de be had long? If hand whitedaw steps down yould need

MR HEYWOOD MISS FEEST MR BARNES MR WESTHEAD MR JUDGE MRS CHADWICK MR SARGENT MR MONCK MR LANKESTER MR CULPIN MR TURNBULL MR ODLING-SMEE MISS C EVANS MRS BURNHAMS MR MICHIE MR K SEDGWICK MR PICKFORD MISS SIMPSON MR S KEMP MR R I G ALLEN MR BUSH

1988 BUDGET AIDE MEMOIRE: FIRST DRAFT job 5 split. Ref

& PMG will do for the Paenty !

I attach the first draft of this year's Aide Memoire. I should be grateful if all copy recipients would check through the Aide Memoire for any errors or additions, and in particular the following items:

Dight

ref. to Chancellar of Duchy in 1P99

Item 12: Would <u>Mr Dyer</u> confirm the date for the Ten Minute Rule Bill to be handed to the Public Bill Office.

Item 19a: Would Mr Monck confirm that he wishes to deliver the Budget packages to the CBI as in previous years.

Item 92: Would John Flitton provide a list of volunteer's to take packages to TV and radio stations.



Item 110: Would John Flitton also arrange for a volunteer to accompany Peter Edwards.

Would FP check that dates and deadlines are acceptable. FSBR:

Budget Would EB check that dates and deadlines are acceptable. Brief & Snapshot

It would be appreciated if any comments could reach me by Friday 15 January 1988. 2.

Ardwight A DIGHT

A general point from last year -

we really had very little to do, in Ate last few days in ponticular. If you

want to homow an extre pair of hands who

knows what hoppens Alen I'll happit level

a denk!

# 1988 BUDGET AIDE MEMOIRE

| AA  | Alex Allan      | (4330) |
|-----|-----------------|--------|
| JT  | Jonathan Taylor | (4519) |
| MW  | Moira Wallace   | (5004) |
| AH  | Andrew Hudson   | (5021) |
| JTH | Julie Thorpe    | (5011) |
| AD  | Anthony Dight   | (5012) |
| JW  | Julian Williams | (5014) |
| TL  | Tony Lyons      | (5013) |
| SM  | Sarah Murphy    | (5015) |
| PS  | Pat Spragg      | (5167) |
| RC  | Robert Culpin   | (4419) |
| CE  | Carys Evans     | (5170) |
| TB  | T Burnhams      | (5179) |
| KS  | Kevin Sedgwick  | (5169) |
| SP  | Steven Pickford | 4549)  |
| SK  | Simon Kemp      | (5208) |
| RA  | Richard Allen   | (4420) |
| НВ  | Harry Bush      | (5252) |
| JF  | John Flitton    | (5188) |
| RE  | Richard Evans   | (5245) |
| PE  | Peter Edwards   | (5248) |
| BP  | Brian Porteous  | (4830) |
| RR  | Rod Rawlings    | (4889) |
| TD  | Tony Dolphin    | (5546) |
| PC  | Peter Cropper   | (4359) |
| CT  | Chris Titmuss   | (4840) |
| BD  | Brian Dyer      | (4520) |
| RS  | Richard Savage  | (5006) |
| TJD | Tony Davies     | (5163) |
|     |                 |        |

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EB

DA

ACTION

# Preparation in weeks before the Budget

engagements.

| (1)     | Arrange audience of The Queen with her Private Secretary<br>Clear date of Budget with No.10 (checking that there are no State<br>Visits, Archbishop's enthronements etc).  | JTH/MW<br>TB/AA |
|---------|--|-----------------|
| (2)     | Check with Speaker on allocation of guest seats available.   | JTH/MW          |
| (3)     | Consult Chancellor on distribution of seats. Make arrangements<br>for collection of tickets for Speaker's Gallery and under the<br>Gallery. Inform other guests of arrangements for collecting the<br>tickets for Distinguished Stranger's Gallery and Speaker's Gallery<br>(East).  | JTH/MW          |
|         |  |                 |
| (4)     | Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.  | AD/RR           |
| (5)     | Arrange for TV Broadcast, in conjunction with Chief Whip's Office.<br>Discuss arrangements for TV Broadcast with the BBC.  | RA/JF           |
| (6)     | Arrange for members of Chancellor's Registry and volunteers from<br>other Private Offices' clerks, if required, to be available to collate<br>papers on weekend of 12/13 March and on Budget Day. (For IDT as<br>well).  | AD              |
|         | Check with EOG (David Lodge) for overnight accomodation to be provided.  |                 |
| (7)     | Submit publicity arrangements to Chancellor.   | RA              |
| (8)     | Make arrangements for providing Press Gallery (P.A.), P.A.<br>Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle,<br>Ceefax and Financial Times with Speech section by section (see<br>item 92).   | AD/JF           |
| (9)     | Arrange for Budget Box to be collected from PRO  | PE              |
| (10)    | Arrangements for laying of White Papers, etc.  | BD              |
| (11)    | Circulate roster of Ministers covering Treasury Bench and officials<br>covering official box (or available on the 'phone) for Budget<br>Statement, remainder of Budget Day and three days of subsequent<br>Debate. (Note that Ministers are required for T.V. Broadcasts.)   | MW              |
| 16 Sitt | ing Days before Budget Day   |                 |
| (12)    | Contact Mr Forman to confirm that a Member will sleep overnight<br>in the Conference Room adjacent to the Public Bill Office (Whips<br>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br>can be handed in immediately the Public Bill Office opens (circa<br>10.00am) the following morning <u>Tuesday</u> , 23 February. | BD/Nigel Forman |
| Two w   | eeks before Budget Day   |                 |
| (13)    | Seek Chancellor's wishes as to speakers in Debate; inform them and<br>the Whips. Take into account Ministers' TV and Radio   | AA/RA           |

- JF to organise arrangements for Budget Box photograph. JF Lraft of T.V. Broadcast to be produced and circulated to other RA/AA Ministers for comment.
- (16) TB co-ordinate along with PE, BD and MW, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). TB send similar note to Treasury Divisions and Revenue Departments. PE to write to other Departments Chief Press Officers. Both letters to give deadline for arrival of PN's (midday Friday 11 March). EB to get advance copies of PN's. (PE to confirm number of PNs expected per Department).
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124.

#### Week before Budget

(14)

(15)

(18) Budget Box photograph at HMT.

Dept (222 9000)

- (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:
- (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                      |
|     | TUC (636 4030)                           | and<br>)any Press Notices + 1 Resolution<br>for CBI  |
|     | NICG (235 2020)<br>Conservative Research | IOF CBI  |

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liasing with CBI for collection of package).

(b) JW to arrange with IF2 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 (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

(c) RR to arrange shuttle flight for messenger to take package(s) to Scotland.

(20) FP confirm with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to AD and RR in CRU as appropriate (see Annex) by JW/TD

JF

AD

SP/TB/PE/MW/BD

Chancellor's

Office

RR

FP



|         |     |        |      |          |    |      | latest.   |       |    |          |    |
|---------|-----|--------|------|----------|----|------|-----------|-------|----|----------|----|
| correct | num | ber of | copi | es of FS | BR | to b | e deliver | ed by | 10 | .00 a.m. | on |
| Tuesday | 15  | March. |      |          |    |      |           |       |    |          |    |

| (21) | Check with FP/GE & MW precisely which documents will be in | AD/RR |
|------|--|-------|
|      | Budget package (eg. any Command Papers), and let RR know.  |       |

AD

RR

BD

EB

JF

RA

FP

AA/EB

AA/RA

PC/EB/FP

| (22) | AD to  | check des | patch | arrangen | ments wi | th F | oreign Of | fice (N | <b>Aay</b> |
|------|--------|-----------|-------|----------|----------|------|-----------|---------|------------|
|      | Gibson | 210-6128) | for   | guidance | telegran | n to | overseas  | posts   | on         |
|      | Budget | Day.      |       |          |          |      |           |         |            |

- (23) All offices to inform RR of requirements for messengers, security guards and vans RR to send reminder to offices asking them of their requirements.
- (24) BD to write to Vote and Printed Paper office concerning embargoes to be observed on the FSBR and related documents.

#### Tuesday 8 March

(25) First draft and structure of Backbenchers' Brief cleared with officials, including EB and FP.

#### Wednesday 9 March

(26) EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).

#### Thursday 10 March

(27) Inform IDT of likely length of Speech.

return 2nd page proofs to printer.

- (28) 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)
- (29) EPR Supplement to printer
- (30) EB to receive Chancellor's comments on drafts of key briefs. Meeting if necessary.
- (31)Draft of Backbenchers' Brief to Chancellor.PC(32)Chancellor's final comments on FSBR to FP (by 10.00am). FPAA/RC
- (33) FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.

#### Friday 11 March

| (34) | Work as necessary to produce final version of speech.             | AA       |
|------|---|----------|
| (35) | Send copy of latest draft of Speech to PM if Chancellor wishes.   | AA       |
| (36) | RE to submit draft Snapshot to Chancellor's Office having cleared | CE/EB/RE |

with FP and EB (to be shown to Chancellor).

| (37)                   | Finalise arrangements with BBC for TV Broadcast.   | JF                                   |
|------------------------|--|--------------------------------------|
| (38)                   | Prepare summary for The Queen and overseas posts (may also be<br>used at Budget Cabinet) Submit to Chancellor's Office.  | RC                                   |
| (39)                   | EPR proof to Chancellor  | RA                                   |
| (40)                   | Submit final draft of TV broadcast if available.<br>Chancellor's Budget Broadcast meeting.   | PC/RA<br>AA                          |
| (41)                   | Check with AA whether any other Ministers or officials are to<br>receive advance copies of Budget documents other than those at<br>Annex.  | AD/AA                                |
| (42)                   | Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 122).  | AD                                   |
| (43)                   | Chancellor's comments on backbenchers' Brief to Special Advisers.  | AA/PC                                |
| (44)                   | Check catering and sleeping arrangements for Chancellor's office<br>for 11 and 14 March.   | AD/RR                                |
|                        |  |                                      |
| (45)                   | JTH to check with BD to ascertain timing of main speakers in<br>Budget Debate, and leave time free in the Chancellor's diary so<br>that he may (if he wishes) listen to the main speakers.   | JTH/BD                               |
| (46)                   | JTH to co-ordinate Chancellor's meeting with the Backbench Finance Committee   | ЈТН                                  |
| (47)                   | Check arrival of press notices against numbers expected (see   |                                      |
|                        | Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex.   | Comm Section/AD                      |
|                        |  | SATURDAY-MONDAY                      |
| Saturda                |  |                                      |
| <u>Saturda</u><br>(48) | accordance with list in Annex.   |                                      |
|                        | accordance with list in Annex.<br><b>Ay 12 March/Sunday 13 March</b><br>Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are   | SATURDAY-MONDAY                      |
| (48)                   | accordance with list in Annex.<br><b>Ay 12 March/Sunday 13 March</b><br>Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are<br>required by Parliamentary Section).<br>Book proofs of FSBR received by FP,   | SATURDAY-MONDAY<br>BP/RR             |
| (48)                   | accordance with list in Annex.<br><b>Ay 12 March/Sunday 13 March</b><br>Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are<br>required by Parliamentary Section).<br>Book proofs of FSBR received by FP,<br>10.00 a.m., to be returned pm (copied to Chancellor).                            | SATURDAY-MONDAY<br>BP/RR<br>TB       |
| (48)<br>(49)<br>(50)   | accordance with list in Annex.<br><b>Ay 12 March/Sunday 13 March</b><br>Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are<br>required by Parliamentary Section).<br>Book proofs of FSBR received by FP,<br>10.00 a.m., to be returned pm (copied to Chancellor).<br>Chancellor: photo-call. | SATURDAY-MONDAY<br>BP/RR<br>TB<br>JF |

| . 🖝   |  | The second      |
|-------|--|-----------------|
| (54)  | Roll off and collate 36 copies of speech for:  | AD              |
|       | <ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> <li>Prime Minister</li> </ul>   |                 |
|       | <ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,</li> <li>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,</li> <li>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>   |                 |
| (55)  | Mr Cropper has Backbenchers' Brief checked for factual accuracy<br>by EB.  | PC/EB           |
| (56)  | Send speaking copy and spare to Chancellor.  | AD              |
| Monda | y 14 March   |                 |
| (57)  | 8.00 a.m. CE sign off final FSBR proof.<br>IDT sign off EPR proof  | CE<br>RA        |
| (58)  | Collect Budget Box from IDT.   | AD/JF           |
| (59)  | 9.00 a.m. Ensure that copies circulated by hand as in item 54.   | AD              |
| (60)  | See item 81 - phone C&E, IR, B of E.   | JW              |
| (61)  | MW to confirm with Tony Davies that he will be available in<br>Speakers Yard to greet Chancellor and Mrs Lawson and show latter<br>to her seat. Thereafter to go to Chancellor's PPS's room to guard<br>over copies (see item 104) while Budget Speech is in progress. | TJD/MW          |
| (62)  | Chancellor's Office to receive from EB 2 copies of near-final draft<br>of Brief during course of day.  | SK              |
| (63)  | Mr Evans gives Chancellor's Office 2 copies of near-final draft of<br>Snapshot during course of day.   | RE              |
| (64)  | Confirm likely length of speech with IDT to guide radio/TV.  | AA/RA           |
| (65)  | By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary.   | AA/PS           |
| (66)  | Check any corrections section by section.  | Chancellor's    |
| (67)  | Evening - either obtain confirmation from Chancellor that Speech<br>can be regarded as final or amend speaking copy in accordance<br>with his instructions. Text must be finalised.  | Office<br>AA/PS |
| (68)  | Final check of Backbenchers' Brief by EB.  | PC/EB           |
| (69)  | Produce index for speech.  | Chancellor's    |
| (70)  | Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.  | Office<br>JTH   |
| (71)  | Chancellor's Office receive Snapshot from RE for checking.   | SP/SK           |

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| (72) | Check that CST Summary and Guide, Resolutions and EPR<br>Supplement have arrived in Chancellor's Office. (C Knight)  | AD                         |
|------|--|----------------------------|
| (73) | Advisers re-submit Backbenchers' Brief to Chancellor for final approval.   | PC/AA                      |
| (74) | Final check of Snapshot before collating.  | SP                         |
| (75) | CRU roll off 170 copies of Budget Brief.   | СТ                         |
| (76) | Photocopy 30 copies of final text section by section for   | Chancellor's               |
|      | <ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>  | Office                     |
| (77) | CX's office rolls off 99 copies of speaking copy, 75 copies section<br>by section and 13 unstapled sets. And CRU rolls off 1700 copies of<br>snapshot.   | Chancellor's<br>Office/CRU |
| (78) | As soon as possible Mr Cropper lets Miss Titmuss have the master<br>copy of the Backbenchers'Budget Brief. Miss Titmuss will run off<br>400 copies. Mr Cropper will arrange for these to be distributed by<br>the Parliamentary Private Secretaries following the Budget<br>Speech.  | PC/CT                      |
| BUDO | ET DAY: 15 March   |                            |
| (79) | 0845: Chancellor (+ family) photocall in St James' Park  | JF                         |
| (80) | Tabling of Budget Resolutions by Parliamentary Counsel.  | FP                         |
| (81) | As soon as final version of brief is available let PS/IR, PS/C&E and   | AD                         |
|      | BofE know so that they can send a messenger to collect. (Brief may<br>not be ready until very late).   |                            |
| (82) | Order taxis to take MW & JW with speech sections to House at 3.00 pm.  | JW                         |
| (83) | 10.00 am: TB to check that FSBR has arrived.   | ТВ                         |
| (84) | 10.00 am: JF to supervise BBC team at No.11 for TV Broadcast   | JF                         |
| (85) | 10.30 a.m.: Budget Cabinet (time to be confirmed).   | JTH                        |
| (86) | RE to "mark up" (sideline) final version of speech   | HB/RE                      |
| (87) | EB to double-check headlined version of the speech.  | EB                         |
| (88) | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 500 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons<br>and to IDT (see Items 92 and 95). From Private Office production<br>of Speech send one copy by hand to SP EB Room 97/2) as soon as<br>possible. Copy to be marked up for PA. When master copy of | CT/JW/SP                   |

"marked up" speech is returned to the private office, 13 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters, AP Dow Jones and PA Newsroom, Financial Times Newsroom, Oracle and Ceefax.

- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) 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.

## (92) Prepare packages as follows:

8

- (a) Press Gallery (..... to collect)
  - 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) P.A. Gallery (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
- (c) ITN, Wells Street (..... to collect)
  - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
  - 2 <u>unstapled</u> Speech with sidelines and headlines for pageby-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot,
     FSBR, Command papers and all press notices addressed to:-

Sue Tinson, ITN Budget Programme
 Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)

## (d) BBC, TV White City (..... to collect)

- 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for pageby-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.

AD/KS

RE

MW

Chancellor's Office (NB: These envelopes to be handed over at the end of Chancellor's speech).

- (e) BBC Radio, Broadcasting House (..... 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:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... 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 pageby-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

# (g) Reuters Newsroom (..... 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.

- (h) AP Dow Jones (..... 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 to Mr Gittler

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

- (i) P.A. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes 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.

- (k) Oracle (.....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.
- (1) Ceefax (.....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.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD

. 6

(95) 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):-

> 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.

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

(97) <u>Before 12.00</u>: MW gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.

- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.
- (99) <u>By 12.30 p.m.</u>: Make up and despatch SECRET envelopes containing

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

& Miso night?

Prime Minister\* Chief Secretary (2xFSBR) Financial Secretary (2xFSBR) Paymaster General (2xFSBR) Economic Secretary (2xFSBR) Chancellor of the Duchy of Lancaster Officials, etc. (See Annex for list) (NB. Sir T Burns, Mr E P Kemp and Mr Call receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

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

 No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.

(100) 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)

RR/PE

Chancellor's Clerks and Typists

MW/BD

TB/BD

Chancellor's Clerks

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

BD

AA/AD

|       | •      |  |                 |
|-------|--------|--|-----------------|
|       |        | (AD phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)   | AD              |
| (1    | 101)   | At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command<br>Papers and Press Notices to be issued to HB for allocation to<br>members of IDT   | НВ              |
|       |        | (Copies of Brief will be send direct to RA by EB for monitoring teams.)  | SK              |
| (:    | 102)   | At 12.30 p.m. Committee Section to pack for IDT:   | RR/PE           |
|       |        | <ul> <li>517 copies of Speech (supplied by CRU)</li> <li>487 copies of FSBR</li> </ul>   |                 |
|       |        | - 487 copies of other Depts'. Budget Press Notices   |                 |
|       |        | - 547 copies of Snapshot   |                 |
|       |        | <ul> <li>623 copies of Tsy Press Notices (103 copies for Treasury Mailing list</li> <li>467 Cmnd Papers (CST Summary and Guide)</li> </ul>       |                 |
|       |        | in pre-addressed envelopes (provided by PE) for Press and other callers to collect   |                 |
| (     | 103)   | 1 set each of Speech, Snapshot, FSBR, Resolutions, Command   | AD              |
|       |        | Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW.   |                 |
| (     | 104)   | 1 set each of Speech, FSBR, and Command Papers in sealed<br>envelopes addressed to:  | MW/AD/RS        |
|       |        | Leader of the House of Commons: (Mr Biffen)  |                 |
| Maybe | -      | Leader of the House of Lords: (Viscount Whitelaw)  |                 |
| -     |        | Leader of the Opposition (Rt. Hon. N Kinnock MP)   |                 |
|       |        | Shadow Chancellor (Rt. Hon. R Hattersley MP)   |                 |
|       |        | Chancellor's PPS (Mr N Forman MP) John Smith   |                 |
|       |        | Rt Hon R Maclennon MP )Speech  |                 |
|       |        | Re non 5 Moryneaux Mr  |                 |
|       |        | Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command<br>Papers)  |                 |
|       |        | Sir William Clark MP (Chairman of Conservative Finance Committee)  |                 |
| 1 che |        | Mr Sheldon MP, Chairman PAC  |                 |
| TA    | 7 -    | Rt. Hon. T Higgins MP, Chairman TCSC<br>Mr M Neubert MP (Treasury Whip)  |                 |
| Sur   | 5      | Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen   |                 |
|       |        | to be given to MW to take with her to Mr Forman's room, for member   |                 |
|       |        | of Parliamentary Section to guard over and for <u>Mr Forman</u> and other<br>PPS's to pick up directly after speech and give to those concerned. |                 |
| (     | (105)  | Take Gladstone Box to Chancellor. Make up package consisting of  | AA/AD           |
|       |        | speaking copy of Speech, and copies of FSBR, Resolutions,  |                 |
|       |        | Snapshot, Command Papers and Press Notices for Chancellor.<br>Ensure he has a copy of the Budget Brief.  |                 |
| T     | Budget | Day: After lunch   |                 |
|       |        |  | AD/Chancellor's |

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> (106) 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.

Office

- At 2.30 pm: Volunteers collect packages from Chancellor's office (107)for page by page release (see item 92).
- (108)JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109)Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110)At 3pm, Peter Edwards and ..... 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 Janiss Murphy.
- (111)Ensure all officials covering the Official Box have copies of the brief.

IDT to collect packages (see item 102) from Committee Section

- (112)During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - In the Press Gallery, a member of IDT will authorise the (a) release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, 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.
- (113)Delivery of Snapshot, Treasury Press Notices and other RS Departments' Press Notices to Vote and Printed Paper Offices (114)Laying of FSBR, Chief Secretary's Memorandum and Supply RS Estimates 1988-89 Summary & Guide. (115)During Speech: Note changes from typed version. MW At end of Speech (116)Set to go to Leader or Deputy Leader of the House of Lords (see MW Item 104). (117)TB to phone KS in Scotland to authorise release of documents. TB AD
- (118)Despatch by hand copies of Speech to other members of Cabinet (see Item 106).

JW

JF

RR/PE

SK

JF

IDT

JF

(119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) 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 IF2 Division.

- (120) Check Hansard.
- (121) 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)
- (122) Send copies as follows:-

|                 | Speech<br>and<br>Brief | Snapshot<br>Resolution,<br>Press Notices | FSBR | Cmd Papers |
|-----------------|------------------------|--|------|------------|
| Mr F Cassell    |                        |  |      |            |
| 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).

- (123) Give 8 copies of Speech, Snapshot, FSBR, Government Papers and AD/RS any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords.
   AD to give 2 copies of Resolutions to RS for Butterworths Law AD/RS Publishers.
- (124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

BD

# ANNEX I

| RECIPIENTS                  | UNSTAPLED<br>SPEECH | WHOLE | SECTIONED<br>SPEEGH | SNAPSHOT | RESOLUTIONS            | FSBR | CST<br>SUMMARY<br>+ GULDE | HMT<br>PRESS<br>NOTICES | other dept.<br>Arcels<br>Notices | EPR<br>SUPPLEMENT | endlet<br>bruck |                   |
|-----------------------------|---------------------|-------|---------------------|----------|------------------------|------|---------------------------|-------------------------|----------------------------------|-------------------|-----------------|-------------------|
| NEDO                        | -                   | 3     | -                   | 3        | -                      | 3    | 3                         | 3                       | 3                                | 3                 | -               | E. C. S.          |
| TUC                         | _                   | 3     | -                   | 3        | -                      | 3    | 3                         | 3                       | 3                                | 3                 | -               |                   |
| CBI                         | -                   | 4     | -                   | 4        | I I                    | 4    | 4                         | 4                       | 4                                | 4                 | -               |                   |
| CONSERVATIVE RESEARCH DEPT. | -                   | 1     | -                   | i        | -                      | 1    | 1                         | 1                       | 1                                | 1                 | -               |                   |
| DIPLOMATIC MISSIONS (16)    | - 1 · ·             | 16    | -                   | 16       | -                      | 16   | 16                        | 16                      | 16                               | 16                | -               |                   |
| TCSC                        | -                   | 5     | -                   | 5        | -                      | 5    | 5                         | 5                       | S                                | 5                 | -               | Sector Sector     |
| SCOTLAND                    | -                   | 6     | -                   | 6        | -                      | 6    | 6                         | 6                       | 6                                | 6                 | -               |                   |
| PRESS GALLERY               | -                   | -     | 30                  | 30       | -                      | -    | -                         | -                       | -                                | -                 | -               | 1                 |
| ITN                         | 2                   | 2     | 16                  | 2        |                        | 2    | 2                         | 2                       | 2                                | 2                 | -               |                   |
| BBC TV                      | 2                   | 2     | 11                  | 2        | -                      | 2    | 2                         | 2                       | 2                                | 2                 | -               | Astron of Salah   |
| BBC RADIO                   | 1                   | 2     | 1                   | 2        | 1.1                    | 2    | 2                         | 2                       | 2                                | 2                 | -               | A REAL OF         |
| IRN                         | 1                   | I     | 5                   | 1        | -                      | 1    | 1                         | 1                       | 1                                | 1                 | -               |                   |
| REUTERS                     | 1                   |       | -                   | 1        |                        | 1    | I. I.                     | l I                     | 1                                | 1                 | -               |                   |
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| PARLIAMENTARY SECTION       | -                   | 2     | -                   |          |                        | 7    | 1                         | 7                       | 1                                |                   | -               | 1-21-6 1. 14      |
| PRIME MINISTER (+Nº10)      |                     | 6     | -                   | 6        | -                      | 6    | 6                         | 10                      | 10                               | 6                 | 6               | 1. 1. 1. 1. 1     |
| HMT MINISTERS (4)           | -                   | 4     | -                   | 4        | 4                      | 4    | 4                         | 4                       | 4                                | 4                 | 4               | The first states  |
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| HMI OFFICIALS (19)          | -                   | 19    |                     | 19       | 19                     | 20 * | 19                        | 19                      | 19                               | 19                | _               | A LOUND IN        |
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| insume thatse (c)           |                     | 6     | T                   |          | *                      | 6    | ie i                      | 6                       | 6                                | 6                 |                 |                   |
| sub-total (i)               | 13                  | 100   | 1 75                | 129      | 41                     | 116  | 97                        | 109                     | 103                              | 99                | 10              | I sugar           |

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|--|---------------------|-----------------|---------------------|----------|------------------------------|------|---|--------------------------|----------------------------------|--|-----------------|---|
| RECIPIENTS   | Unstapled<br>Speech | WHOLE<br>SPEECH | SECTIONED<br>SPEECH | SNAPSHOT | RESOLUTIONS                  | FSBR | CST<br>SUMMARY<br>+ GUIDE   | HMAT<br>PRESS<br>NOTICES | other dept.<br>Priess<br>Notices | EPR  | GUDUET<br>BRLEF |   |
| BANK OF BUGLAND (6)                                | -                   | 6               | -                   | 6        | 6                            | 6    | 6   | 6                        | 6                                | 6  | -               |   |
| IDT (PRES + CALLERS)                               | -                   | 517             | -                   | 547      | -                            | 487  | 467   | 623                      | 487                              | 573  | -               |   |
| RT. HON. T. HIGGINS MP                             | -                   | 1               | -                   |          | -                            | 1    | 1   | -                        | -                                | -  | -               | ALC: NO.                                |
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| HADON CHANCELLOR                                   | -                   | 1               | -                   | -        | -                            |      | 1   | -                        | 1 J                              | -  |                 |   |
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| MR CHRISTOPHER (IR:F)                              | -                   | 1               | -                   | -        | -                            | 1    | •   | -                        | 16 - 8                           | -  | -               | A CAR AND                               |
| SIR W CLARK MP                                     | -                   | 1               | -                   | 1 -      | -                            | 1    | L   |                          | -                                | -  | -               |   |
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| MG T UNIEL-JONES MP                                | - ( )               |                 | -                   | -        | -                            | -    | -   | -                        | 1. m. 1. – <sup>1</sup> .        | -  | -               |   |
| ALINE (HUL FIN, CH, CST, LAL, LPS)                 | -                   | 17              | -                   | -        | -                            | -    | -   |                          | -                                | -  | -               |   |
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| ANKETER (WASHINGTON)                               | -                   | 1               | -                   | 3        | 3                            | 3    | 3   | 3                        | 3                                | 3  | 1               |   |
| LOSTOCIC (BRUSSELS)                                |                     | 1               | -                   | 3        | 3                            | 4    | 3   | 3                        | 3                                | 3  | 1               |   |
| DIRECTOR BIS. (New YORK)                           |                     | 1               |                     | 1        | •                            | 1    | 1   | 1                        | l                                | 1  | 1               |   |
| CRUTISH GRADASSY , PACLS                           | -                   | 1               | -                   | 1        | 1                            | 1    | •   | 1                        | 1                                | 1  | 1               |   |
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| HIL LIBRARY  | -                   | 4               | -                   | 4        | -                            | 4    | 4   | 4                        | 4                                | 4  | -               | 1 2 2 1                                 |
| itint library                                      | -                   | POR ALL         | -                   | -        | •                            | 25   | 87  | -                        |                                  | -  |                 |   |
| BUTTERSETTS  |                     |                 | -                   | - 1      | 2                            | -    |   | -                        | -                                | -  | -               | 1 |
| SUB-TOTAL (TI)                                     | 1                   | 572             | -                   | 1727     | 24                           | 553  | 594   | 1803                     | 1667                             | 1753   | 10              | 1 37 1                                  |
| sub - Tutal (i)                                    | 13                  | 100             | 75                  | 129      | 41                           | 116  | 97  | 109                      | 10,3                             | 99   | 10              | 3. Contract                             |
| TATA.  | 14                  | 177             | 75                  | 18462    | 65                           | 669  | 691   | 1917                     | 1770                             | 1852   | 20              |   |

# ANNEX II REQUIREMENTS : FROM SOURCE

| REQUIRED BY:           | UNSTAPLED | WHOLE<br>SPEECH | SPEECH | SNAPSHOT | RESOLUTIONS | FSBR  | CST<br>SUMMARY<br>+ GULDE | HMT<br>PRESS<br>NOTICES | OTHER DEPT.<br>PRESS<br>NOTICES | EPR    | BUDGEF |  |
|------------------------|-----------|-----------------|--------|----------|-------------|-------|---------------------------|-------------------------|---------------------------------|--------|--------|--|
| CHANCELLOR'S OFFICE    | 13        | 155             | 75     | 159      | 65          | 151   | 137                       | 139                     | 133                             | 129    | 20     |  |
| IDT                    | 1         | 517             |        | 547      |             | 487   | 467                       | 623                     | 487                             | 573    |        |  |
| PARLIAMENTARY SECTION  |           |                 |        | 1150     |             |       |                           | 1150                    | 1150                            | 1150   |        |  |
| FP                     |           |                 |        |          |             | 15 (W | L. 9 SPARE)               |                         |                                 |        |        |  |
| EG                     |           |                 |        |          |             |       |                           |                         |                                 |        | 170    |  |
| hmat library           |           |                 |        |          |             | 25    | 87                        |                         |                                 | E. Ser |        |  |
| TOTAL                  | 14        | 672             | 75     | 1856     | 65          | 678   | 691                       | 1912                    | 1770                            | 1852   | 190    |  |
| supplied by:           |           |                 |        |          |             |       |                           |                         |                                 |        |        |  |
| chancellor's office    | 14        | 155             | 75     | 159      |             |       |                           |                         |                                 |        |        |  |
| HMASO (FP ORDER)       |           |                 |        |          |             | 678   |                           | 1. t. 1                 |                                 |        |        |  |
| Himso (GEP order)      | 13. Ar    |                 |        |          |             |       | 691                       |                         |                                 |        |        |  |
| parliamentary coinsel  |           |                 |        |          | 65          |       | and a                     |                         |                                 |        |        |  |
| that committee section |           | 517             |        | 1697     |             |       |                           | 1912                    | 1770                            |        | 170    |  |
| Ев                     |           |                 |        |          |             |       |                           |                         |                                 |        | 20     |  |
| MALAULAY PLESS         |           |                 |        | 195      |             |       |                           |                         |                                 | 1852   |        |  |
| TOTAL                  | 14        | 672             | 75     | 1856     | 65          | 673   | 691                       | 1912                    | 1770                            | 1852   | 190    |  |

# ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE

PACKAGE A: SPEECH, SNAPSHOT, RESOLUTIONS FSBR, CST SUMMARY + GUIDE, HMTPN'S, OGDPN'S, EPR B: SPEECH , SNAPSHOT, FSBR CST SUMMART + GUIDE, HMTPN' OGDPN'S , EPR C: SPEECH, FSGR, CST SUMMART + GUIDE PACKAGE

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| NEDO                              | -  | <b>√(3)</b> | -                     |                             |  |   | I                      | TO BE COL  | LELTED FROM  | N ENQUICY        | som After                           | SPEECH . 'X     |
| TUC                               |  | 1(3)        | -                     |                             |  |   | U                      | 1 August   |  |                  | A Martin                            | a standard      |
| CBI NICC                          | -  | 1(4)        | -                     | + 1 60                      | SOLUTION   |   | -                      | IN ADVAN   | NE VIA   | he morsus,       | MR WYNN                             | aven            |
| CONSERVATIVE CEREARCH LEFT        | -  | VI          | -                     |                             |  |   | -                      | SEE 'X'  | ACOVE  |                  |                                     |                 |
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| CANADIANI H.C.                    |  | 1           | -                     |                             | See Section and  |   |                        | A. Hang  |  | Lines 1          |                                     |                 |
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| U.S. EMBASEY                      | -  | 1           | -                     |                             |  |   |                        |  |  | 1.1.1.5          |                                     |                 |
| FRENCH EMBALLY                    | -  |             | -                     |                             |  | 1.6   |                        |  |  | Laws Ma          |                                     |                 |
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| BELGIAN EMEASSY                   | -  | 1           |                       |                             |  |   |                        | AT 3.3   | ppm. IF2   | DELIVER TO       | BNQURY                              | Room FOR        |
| DAMISH ENDASSY                    | -  |             | -                     |                             |  |   |                        |  |  |                  | NGLLOR SI                           |                 |
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t SIR P MIDCLETON (3×FSBR), SIR T BURNS (2×FSBR) MR J ANGON, SIR G LITTLER, MR GCholar MR GYATT, MR KEMP, MR A WILSON, HIGG Huelle MRCKELLY (2×FSBR), MR MINUL, MR CUIPIN MISS VEIRSITN, MR RIG Allen MR Pick ford MISS C EVANS, MR CROPPER (3×FSBR), MR TH MR M Call (2×FSBR)

|  |                 |              |           |   | MIC M Call (2 K FSBK)  |
|--|-----------------|--------------|-----------|---|--|
| RECIPIENT                                | PACK            | PACK         | PACK<br>C | OTHER                                     | TIME TO BE DELIVERED   |
| BBC RADIO                                | -               | -            | -         | ILX SECTIONED SPEECH , IX UNSTAPLED       |  |
| BBC ECONOMICS CORRESPONDENT              | -               |              | -         |   |  |
| PRODUCER, PM BUDGET SPECIAL              | -               | $\checkmark$ | -         |   |  |
| IRN                                      | -               | -            | -         | 5 x SECTIONED SPEECH, I X UNSTAPLED       |  |
| LOUGLAS MOFFIT, ECONOMICS ELLTOR         | -               |              | -         |   |  |
| <b>Neuters</b>                           | -               | -            | -         | I & UNSTAPLED                             |  |
| cand keepe, renders                      | -               |              | -         |   | TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT  |
| AP DOW JONIES                            | -               | -            | -         | I K UNSTAPLED                             | 2.30 pm FOR PAOE-BY-PAGE DISTRIBUTION AS   |
| WR GITTLER, AP DON JONES                 | -               |              | -         |   | CHANCELLOR SPEAKS. PACK 'S'S TO BE HAMDED  |
| PA NewsRoom                              | -               | -            | -         | I K UNSTAFLED                             | INER AT HND OF SPEECH  |
| FT NONSROOM                              | -               | -            | -         | I K UNSTAPLED                             |  |
| DAVID WALKER, NEWS EDITOR, FT            |                 | V(2)         | -         |   |  |
| ORACLE                                   |                 | -,           | -         | IX SECTION SPEECH, IX UNSTAPLED           |  |
| PETER HALL, HOITOR, ORACLE               | 1               |              | -         |   |  |
| CEEFAX                                   | A Balance       | -,           | -         | IN SECTIONED SPEED, IN UNSTAPLED          |  |
| AVID HUSON, MANALER TELETELT             |                 | 100          |           |   | L Contraction of the second se |
| PRIME MINISTER (+ NOID)                  | (10)            | 16)          |           | 4 NHMTPH'S, 4 x CODIN'S, 6 x BUDGET GRIEF |  |
| chier, AA, AK, AH + CR<br>HMIT MINISTERS | (5)<br>(4)      |              |           | S X BUDGET BRIEF                          |  |
| HMT OFFICIALS T                          | √ (4)<br>√ (18) |              |           | 2 x PSBR FOR GACH MINISTER                |  |
| N. IRELAND OFFICE                        | 1 (10)          |              |           |   | AV 1220 - 140  |
| MR A BATTISHILL -IR                      | 1               | -            |           |   | BY 12.30 pm (AQ TO AUTHORISE RELEASE)  |
| SIR A FRASER - CTE                       | V               |              | -         |   |  |
| INLAND REVENUE                           | V (6)           | -            | -         |   |  |
| OUSTOMAS + BACUSE                        | 1 (6)           | -            | -         |   |  |
| CATHK OF ENGLAND                         | 16)             | -            | -         |   |  |
| LEADER W/C (BIFFEN)                      | -               | -            | 1         |   |  |
| LEACER HIL (WHITELAW)                    | -               | -            | 1         |   | TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm  |
| EALER, (MOSITION (KINNOUR)               | -               | -            | 1         |   | AND RELEASED TO PPS'S WHEN CHANCELOR SITS DOLN   |
| HADOW CHANCELLOR (HATTERSLET)            |                 | -            | 1         |   |  |
|  |                 |              |           |   |  |

|   |      | alles et al.  |   |  |   |
|---|------|---|---|--|---|
| RECIPIENT   | PACK | PACK<br>B   | PACK                                    | OTHER  | TIME TO BE DELIVERED  |
| RT. HON. T HUGGINS MP<br>MR N FOTMAN MP<br>MR CHRISTOPHER (IRSF)<br>MR R SHELDON MP<br>SIR W CLARK MP<br>MR M NEUCHET MP<br>MR M NEUCHET MP<br>MR T GACH-JOINE MP<br>MR T GACH-JOINE MP<br>MR T GACH-JOINE MP<br>MR T GACH-JOINE MP<br>MR T CARHEN (HIGHINDON)<br>MR O ROSTOCK (CCUSSES)<br>DIRECTOR RIS. (NEW YORK)<br>BRITISH EMCASSY, PARLS<br>UKLEL, OECD<br>SPENCER<br>CHIEF WHIP<br>BRITISH OMER (FOR FS/SPEAKER)<br>TABLE OFFICE<br>H/C LIBRARY<br>H/L LIBRARY<br>BUTTERSORTHS |      | -<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>- | >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | I X SPEECH (FOR HM GUEDN)<br>IT X SPEECH<br>SNIT IX SPEECH, IX BUDGET ORLEF<br>4 X FSBR, IX BUDGET GRIEF<br>IX SPEECH<br>2 X RESOLUTIONS | To be thrugh to the HOUSE by CR AT 3.00 pm<br>AND RELEASED TO PPS'S WHEN ONONCELLOR SITS DOLLN<br>TO BE DESPATCHED WHEN'S CHARGELOR SITS DOLLN<br>VIA MH ON 3.15 pm FOR PAGE- 67-PAGE DISTUBBUTION<br>64 DIPLOMATIC BAG<br>67 12.30 pm (VIA CO)<br>TO RS 69 3.00 pm |
|   |      |   |   |  |   |

# RESPONSIBILITIES FOR DISTRIBUTION : IDT

| RECIPIENT                              | WHOLE             | SNAPSHOT        | FSBR | SUMMARY<br>+ GUIDE | HIMT<br>PRESS<br>NOTILLS | OTHER DEPT<br>PRESS<br>NOTICES | EPR       |             |                |  |  |
|--|-------------------|-----------------|------|--------------------|--------------------------|--------------------------------|-----------|-------------|----------------|--|--|
| PRBS GALLERY                           | 105               | 130             | 70   | 70                 | 70                       | 70                             | 70        |             |                | - "                                      |  |
| overseas reps                          | 10                | 10              |      | -                  | -                        | -                              | -         | 1. 1. 19    | 1.15. 1.       |  | 1 - Connect                              |
| FLEET ST. PRESS                        | ISO               | iso             | ISO  | ISO                | 150                      | ISO                            | ISO       |             | 29.07.28.      |  | Williams and                             |
| NON - PRESS                            | 200               | 200             | 200  | 200                | 200                      | 200                            | 200       |             | 14 H 44        |  |  |
| DEPT'S PRESS OFFICES                   | 17                | 17              | 17   | 17                 | 17                       | 17                             | 17        | 1.21 2      | 12.43          | And a second                             |  |
| HMT MAIL UST                           | -                 | -               |      | -                  | 116                      | 1 .                            | 116       | Sec. La     | - wetter       |  |  |
| IDT. SPARES INCL. ENQUIRT COM          | 15                | 20              | 30   | 10                 | 50                       | 30                             |           |             | Sec. 1         | Carlo Carlo                              |  |
| IDT, SPARES, INCL. ENQUIRT COM<br>FFJG | 20                | 20              | 20   | 20                 | 20                       | 20                             | 20        |             |                |  | - Color                                  |
| TOTAL                                  | 517               | 547             | 487  | 467                | 623                      | 487                            | 573       |             | 1000           |  |  |
| tome                                   | 517               | 541             | 4.1  | 401                | 023                      | 401                            | 575       |             | A States       |  |  |
|  | S. Salar          |                 |      |                    |                          |                                |           |             | A. Star        | 1. 19 1. 19                              |  |
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|  | di la fa          |                 |      |                    |                          |                                |           |             |                |  | States and                               |
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|  | N and I           |                 |      | 1910               |                          |                                |           | No. Carlo   | 122            |  | Share and                                |
|  | 6                 | A CALL          |      |                    |                          |                                |           | State State | 1. 19.         |  |  |
|  |                   | A PARK          |      |                    |                          |                                |           |             | P. Sie         |  | A BE LOOK STA                            |
|  | Service Street or | ALL ALLAS       |      |                    |                          |                                | 26        | See 1       |                |  | 1  |
|  |                   |                 |      |                    |                          |                                |           |             | State .        |  |  |
|  | A TAK             |                 |      |                    |                          |                                |           |             | and the second | A Set of                                 |  |
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|  |                   |                 |      |                    |                          |                                |           |             | ALCONT STATE   | 1.1.1.2.                                 |  |

# RESPONSIBILITIES FOR DISTRIBUTION: PARLIAMENTARY SECTION

| RECIPIENT                             |   |
|---------------------------------------|---|
| IS / SPEAKER<br>SPEAKER<br>CHIEF WHIP | I K SPEECH<br>PACK'A'<br>PACK'A'<br>TO BE GIVEN TO BD BY CHAINGELLOR'S OFFICE |
| JOURNAL OFFICE                        | 6 x FSBR<br>6 x CST SUMMARY + GUIDE - FROM ESTIMATES CLERK                    |
| TABLE OFFICE                          | 2 × PACK'A'   |
| VOTE + PRINTED PAPER OFFICE           | IISO X SNAPSHOT<br>IISO X HIMTERN'S<br>IISO X EER SUPPLEMENT                  |
| BUTTERWORTNS                          | 2 × CEJWTIONS - FROM CHANCELLOC'S OFFICE                                      |
| H/C UBRARY<br>WL UBRARY               | An PACIL B FROM CHORIS OFFICE   |
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# RESPONSIBILITIES FOR DISTRIBUTION : FP

|   |         |      |        |      | R. M. Carlos |            |                         |           |          | 1. A. C. A.    |
|---|---------|------|--------|------|--------------|------------|-------------------------|-----------|----------|----------------|
| RELPIONT                                |         | FSBR | PACK B |      |              |            |                         |           |          |                |
| PARLIAMONTARY<br>FP (SPARE)<br>SCOTLAND | SECTION | 69-  |        | HMSO | or's offic   |            |                         |           |          |                |
|   | TOTAL   | 15   | 6      |      |              |            | 06                      |           |          |                |
|   |         |      |        |      |              |            |                         |           |          |                |
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|   |         |      |        |      |              |            |                         |           | 199      |                |
|   |         |      |        |      |              |            | ·                       | alle alle |          |                |
|   |         | 58   |        |      |              |            | ng di sana<br>Arto andi |           |          |                |
|   |         |      |        |      |              |            | 1                       |           | 46.25    |                |
|   |         |      |        |      |              |            |                         |           |          |                |
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|   |         |      |        |      | 246          |            |                         |           |          | and the second |
|   |         |      |        |      |              |            |                         |           | Same and |                |

Comments taken on Board



FROM: A A DIGHT DATE: 7 January 1988

MR A C S ALLAN MR TAYLOR MISS WALLACE MR HUDSON MRS THORPE MR WILLIAMS MR LYONS MISS MURPHY MRS SPRAGG MISS RUTTER MS EVEREST PHILLIPS MR HEYWOOD MISS FEEST MR BARNES MR WESTHEAD MR JUDGE MRS CHADWICK MR SARGENT MR MONCK MR LANKESTER MR CULPIN MR TURNBULL MR ODLING-SMEE MISS C EVANS MRS BURNHAMS MR MICHIE MR K SEDGWICK MR PICKFORD MISS SIMPSON MR S KEMP MR R I G ALLEN MR BUSH

MR FLITTON MR R EVANS MR P EDWARDS MR DYER MR R SAVAGE MR T DAVIES MR D SAVAGE MR C KNIGHT MR PORTEOUS MR RAWLINGS MR G ROGERS MISS TITMUSS MR CROPPER MR TYRIE MR CALL

MR N FORMAN MP H/C PS/INLAND REVENUE PS/CUSTOMS AND EXCISE

## 1988 BUDGET AIDE MEMOIRE: FIRST DRAFT

I attach the first draft of this year's Aide Memoire. I should be grateful if all copy recipients would check through the Aide Memoire for any errors or additions, and in particular the following items:

| Item 12:  | Would Mr Dyer confirm the date for the Ten Minute Rule Bill to be  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|
|           | handed to the Public Bill Office.  |  |  |  |  |  |  |  |
| Item 19a: | Would Mr Monck confirm that he wishes to deliver the Budget<br>packages to the CBI as in previous years. |  |  |  |  |  |  |  |
| Item 92:  | Would John Flitton provide a list of volunteer's to take packages to                                     |  |  |  |  |  |  |  |
|           | TV and radio stations.   |  |  |  |  |  |  |  |



Item 110: Would John Flitton also arrange for a volunteer to accompany Peter Edwards.

FSBR: Would FP check that dates and deadlines are acceptable.

 Budget

 Brief &
 Would EB check that dates and deadlines are acceptable.

 Snapshot

2. It would be appreciated if any comments could reach me by Friday 15 January 1988.

Ardwight A A DIGHT

# 1988 BUDGET AIDE MEMOIRE

| AA  | Alex Allan      | (4330) |
|-----|-----------------|--------|
| JT  | Jonathan Taylor | (4519) |
| MW  | Moira Wallace   | (5004) |
| AH  | Andrew Hudson   | (5021) |
| JTH | Julie Thorpe    | (5011) |
| AD  | Anthony Dight   | (5012) |
| JW  | Julian Williams | (5014) |
| TL  | Tony Lyons      | (5013) |
| SM  | Sarah Murphy    | (5015) |
| PS  | Pat Spragg      | (5167) |
| RC  | Robert Culpin   | (4419) |
| CE  | Carys Evans     | (5170) |
| TB  | T Burnhams      | (5179) |
| KS  | Kevin Sedgwick  | (5169) |
| SP  | Steven Pickford | 4549)  |
| SK  | Simon Kemp      | (5208) |
| RA  | Richard Allen   | (4420) |
| HB  | Harry Bush      | (5252) |
| JF  | John Flitton    | (5188) |
| RE  | Richard Evans   | (5245) |
| PE  | Peter Edwards   | (5248) |
| BP  | Brian Porteous  | (4830) |
| RR  | Rod Rawlings    | (4889) |
| TD  | Tony Dolphin    | (5546) |
| PC  | Peter Cropper   | (4359) |
| CT  | Chris Titmuss   | (4840) |
| BD  | Brian Dyer      | (4520) |
| RS  | Richard Savage  | (5006) |
| TJD | Tony Davies     | (5163) |
|     |                 |        |

0

# Preparation in weeks before the Budget

| (1)     | Arrange audience of The Queen with her Private Secretary<br>Clear date of Budget with No.10 (checking that there are no State<br>Visits, Archbishop's enthronements etc).  | JTH/MW<br>TB/AA |
|---------|--|-----------------|
| (2)     | Check with Speaker on allocation of guest seats available.   | JTH/MW          |
| (3)     | Consult Chancellor on distribution of seats. Make arrangements<br>for collection of tickets for Speaker's Gallery and under the<br>Gallery. Inform other guests of arrangements for collecting the<br>tickets for Distinguished Stranger's Gallery and Speaker's Gallery<br>(East).  | JTH/MW          |
|         | (East).  |                 |
| (4)     | Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.  | AD/RR           |
| (5)     | Arrange for TV Broadcast, in conjunction with Chief Whip's Office.<br>Discuss arrangements for TV Broadcast with the BBC.  | RA/JF           |
| (6)     | Arrange for members of Chancellor's Registry and volunteers from<br>other Private Offices' clerks, if required, to be available to collate<br>papers on weekend of 12/13 March and on Budget Day. (For IDT as<br>well).<br>Check with EOG (David Lodge) for overnight accomodation to be<br>provided.  | AD              |
| (=)     |  |                 |
| (7)     | Submit publicity arrangements to Chancellor.   | RA              |
| (8)     | Make arrangements for providing Press Gallery (P.A.), P.A.<br>Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle,<br>Ceefax and Financial Times with Speech section by section (see<br>item 92).   | AD/JF           |
| (9)     | Arrange for Budget Box to be collected from PRO  | PE              |
| (10)    | Arrangements for laying of White Papers, etc.  | BD              |
| (11)    | Circulate roster of Ministers covering Treasury Bench and officials<br>covering official box (or available on the 'phone) for Budget<br>Statement, remainder of Budget Day and three days of subsequent<br>Debate. (Note that Ministers are required for T.V. Broadcasts.)   | MW              |
| 16 Sitt | ing Days before Budget Day   |                 |
| (12)    | Contact Mr Forman to confirm that a Member will sleep overnight<br>in the Conference Room adjacent to the Public Bill Office (Whips<br>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br>can be handed in immediately the Public Bill Office opens (circa<br>10.00am) the following morning <u>Tuesday</u> , 23 February. | BD/Nigel Forman |
| Two we  | eeks 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.

AA/RA

ACTION

- JF to organise arrangements for Budget Box photograph. JF Lraft of T.V. Broadcast to be produced and circulated to other Ministers for comment. RA/AA TB co-ordinate along with PE, BD and MW, letter to Departments SP/TB/PE/MW/BD
- (16) TB co-ordinate along with PE, BD and MW, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). TB send similar note to Treasury Divisions and Revenue Departments. PE to write to other Departments Chief Press Officers. Both letters to give deadline for arrival of PN's (midday Friday 11 March). EB to get advance copies of PN's. (PE to confirm number of PNs expected per Department).
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124.

# Week before Budget

(14)

(15)

(18) Budget Box photograph at HMT.

Dept (222 9000)

- (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:
- (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                      |
|     | TUC (636 4030)                           | and<br>)any Press Notices + 1 Resolution<br>for CBI  |
|     | NICG (235 2020)<br>Conservative Research |  |

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liasing with CBI for collection of package).

(b) JW to arrange with IF2 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 (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

(c) RR to arrange shuttle flight for messenger to take package(s) to Scotland.

(20) FP confirm with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to AD and RR in CRU as appropriate (see Annex) by JW/TD

Chancellor's Office

JF

AD

FP



midday on Friday 11 March at the latest. TB to arrange for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March.

Check with FP/GE & MW precisely which documents will be in AD/RR (21)Budget package (eg. any Command Papers), and let RR know.

- (22)AD to check despatch arrangements with Foreign Office (May Gibson 210-6128) for guidance telegram to overseas posts on Budget Day.
- (23)All offices to inform RR of requirements for messengers, security guards and vans RR to send reminder to offices asking them of their requirements.
- BD to write to Vote and Printed Paper office concerning (24)embargoes to be observed on the FSBR and related documents.

### Tuesday 8 March

First draft and structure of Backbenchers' Brief cleared with (25)officials, including EB and FP.

### Wednesday 9 March

(26)EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).

## Thursday 10 March

| (27) | Inform | IDT of | likely | length | of | Speech. |  |
|------|--------|--------|--------|--------|----|---------|--|
|------|--------|--------|--------|--------|----|---------|--|

return 2nd page proofs to printer.

- (28)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)
- (29)EPR Supplement to printer
- EB to receive Chancellor's comments on drafts of key briefs. (30)Meeting if necessary.
- Draft of Backbenchers' Brief to Chancellor. (31) Chancellor's final comments on FSBR to FP (by 10.00am). FP AA/RC (32)
- FP to clear with the Chancellor the number and subject of FP (33)expected press notices and the order in which they are to be collated.

### Friday 11 March

| (34) | Work as necessary to produce final version of speech.             | AA       |
|------|---|----------|
| (35) | Send copy of latest draft of Speech to PM if Chancellor wishes.   | AA       |
| (36) | RE to submit draft Snapshot to Chancellor's Office having cleared | CE/EB/RE |

with FP and EB (to be shown to Chancellor).

EB

AA/RA

JF

RA

PC

AA/EB

PC/EB/FP

AD

RR

BD

| (37)    | Finalise arrangements with BBC for TV Broadcast.  | JF                     |
|---------|---|------------------------|
| (38)    | Prepare summary for The Queen and overseas posts (may also be<br>used at Budget Cabinet) Submit to Chancellor's Office.   | RC                     |
| (39)    | EPR proof to Chancellor   | RA                     |
| (40)    | Submit final draft of TV broadcast if available.<br>Chancellor's Budget Broadcast meeting.  | PC/RA<br>AA            |
| (41)    | Check with AA whether any other Ministers or officials are to receive advance copies of Budget documents other than those at Annex.   | AD/AA                  |
| (42)    | Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 122).   | AD                     |
| (43)    | Chancellor's comments on backbenchers' Brief to Special Advisers.   | AA/PC                  |
| (44)    | Check catering and sleeping arrangements for Chancellor's office<br>for 11 and 14 March.  | AD/RR                  |
| (45)    | JTH to check with BD to ascertain timing of main speakers in<br>Budget Debate, and leave time free in the Chancellor's diary so<br>that he may (if he wishes) listen to the main speakers.  | JTH/BD                 |
| (46)    | JTH to co-ordinate Chancellor's meeting with the Backbench<br>Finance Committee   | JTH                    |
| (47)    | Check arrival of press notices against numbers expected (see<br>Annex). Issue required numbers to AD and Committee Section in<br>accordance with list in Annex.   | Comm Section/AD        |
|         |   | SATURDAY-MONDAY        |
| Saturda | ay 12 March/Sunday 13 March   |                        |
| (48)    | Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are<br>required by Parliamentary Section). | BP/RR                  |
| (49)    | Book proofs of FSBR received by FP,<br>10.00 a.m., to be returned pm (copied to Chancellor).  | ТВ                     |
| (50)    | Chancellor: photo-call.   | JF                     |
| (51)    | Type Snapshot on A4 paper.  | IDT/EB                 |
| (52)    | Check and make corrections in Chancellor's speaking copy, section by section.   | Chancellor's<br>Office |
| (53)    | EPR proof to printer (with Chancellor's comments).  | RA                     |

| •     |  |                 |
|-------|--|-----------------|
| (54)  | Roll off and collate 36 copies of speech for:  | AD              |
|       | <ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> <li>Prime Minister</li> </ul>   |                 |
|       | <ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,</li> <li>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,</li> <li>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>   |                 |
| (55)  | Mr Cropper has Backbenchers' Brief checked for factual accuracy<br>by EB.  | PC/EB           |
| (56)  | Send speaking copy and spare to Chancellor.  | AD              |
| Monda | y 14 March   |                 |
| (57)  | 8.00 a.m. CE sign off final FSBR proof.<br>IDT sign off EPR proof  | CE<br>RA        |
| (58)  | Collect Budget Box from IDT.   | AD/JF           |
| (59)  | 9.00 a.m. Ensure that copies circulated by hand as in item 54.   | AD              |
| (60)  | See item 81 - phone C&E, IR, B of E.   | JW              |
| (61)  | MW to confirm with Tony Davies that he will be available in<br>Speakers Yard to greet Chancellor and Mrs Lawson and show latter<br>to her seat. Thereafter to go to Chancellor's PPS's room to guard<br>over copies (see item 104) while Budget Speech is in progress. | TJD/MW          |
| (62)  | Chancellor's Office to receive from EB 2 copies of near-final draft<br>of Brief during course of day.  | SK              |
| (63)  | Mr Evans gives Chancellor's Office 2 copies of near-final draft of<br>Snapshot during course of day.   | RE              |
| (64)  | Confirm likely length of speech with IDT to guide radio/TV.  | AA/RA           |
| (65)  | By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary.   | AA/PS           |
| (66)  | Check any corrections section by section.  | Chancellor's    |
| (67)  | Evening - either obtain confirmation from Chancellor that Speech<br>can be regarded as final or amend speaking copy in accordance<br>with his instructions. Text must be finalised.  | Office<br>AA/PS |
| (68)  | Final check of Backbenchers' Brief by EB.  | PC/EB           |
| (69)  | Produce index for speech.  | Chancellor's    |
| (70)  | Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.  | Office<br>JTH   |
| (71)  | Chancellor's Office receive Snapshot from RE for checking.   | SP(SK)          |

| (72)  | Check that CST Summary and Guide, Resolutions and EPR<br>Supplement have arrived in Chancellor's Office. (C Knight)  | AD                         |
|-------|--|----------------------------|
| (73)  | Advisers re-submit Backbenchers' Brief to Chancellor for final approval.   | PC/AA                      |
| (74)  | Final check of Snapshot before collating.  | SP                         |
| (75)  | CRU roll off 170 copies of Budget Brief.   | СТ                         |
| (76)  | Photocopy 30 copies of final text section by section for   | Chancellor's               |
|       | <ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>  | Office                     |
| (77)  | CX's office rolls off 99 copies of speaking copy, 75 copies section<br>by section and 13 unstapled sets. And CRU rolls off 1700 copies of<br>snapshot.   | Chancellor's<br>Office/CRU |
| (78)  | As soon as possible Mr Cropper lets Miss Titmuss have the master<br>copy of the Backbenchers Budget Brief. Miss Titmuss will run off<br>400 copies. Mr Cropper will arrange for these to be distributed by<br>the Parliamentary Private Secretaries following the Budget<br>Speech.  | PC/CT                      |
| BUDGI | ET DAY: 15 March   |                            |
| (79)  | 0845: Chancellor (+ family) photocall in St James' Park  | JF                         |
| (80)  | Tabling of Budget Resolutions by Parliamentary Counsel.  | FP                         |
| (81)  | As soon as final version of brief is available let PS/IR, PS/C&E and<br>BofE know so that they can send a messenger to collect. (Brief may<br>not be ready until very late).   | AD                         |
| (82)  | Order taxis to take MW & JW with speech sections to House at 3.00 pm.  | УW                         |
| (83)  | 10.00 am: TB to check that FSBR has arrived.   | тв                         |
| (84)  | 10.00 am: JF to supervise BBC team at No.11 for TV Broadcast   | JF                         |
| (85)  | 10.30 a.m.: Budget Cabinet (time to be confirmed).   | JTH                        |
| (86)  | RE to "mark up" (sideline) final version of speech   | HB/RE                      |
| (87)  | EB to double-check headlined version of the speech.  | EB                         |
| (88)  | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 500 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons<br>and to IDT (see Items 92 and 95). From Private Office production<br>of Speech send one copy by hand to SP EB Room 97/2) as soon as<br>possible. Copy to be marked up for PA. When master copy of | CT/JW/SP                   |

"marked up" speech is returned to the private office, 13 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters, AP Dow Jones and PA Newsroom, Financial Times Newsroom, Oracle and Ceefax.

- (89) By 11.00 am six copies of speech run off by AD, FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 19c) to take to Scotland. (See Item 117)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) 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.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 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) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-

Sue Tinson, ITN Budget Programme
 Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)

### (d) BBC, TV White City (..... to collect)

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

and State

AD/KS

RE

MW

Chancellor's Office

(NB: These envelopes to be handed over at the end of Chancellor's speech).

- (e) BBC Radio, Broadcasting House (..... 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:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... 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 pageby-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

- (g) Reuters Newsroom (..... 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.

- (h) AP Dow Jones (..... 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 to Mr Gittler

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

- (i) P.A. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes 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.

- (k) Oracle (.....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.
- (1) Ceefax (.....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.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK



RR/PE

(95) 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):-

> 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.

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

Chancellor's Clerks and Typists

- (97) Before 12.00: MW gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.
- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.
- By 12.30 p.m.: Make up and despatch SECRET envelopes (99) containing

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

Prime Minister\* Chief Secretary (2xFSBR) Financial Secretary (2xFSBR) Paymaster General (2xFSBR) Economic Secretary (2xFSBR) Chancellor of the Duchy of Lancaster & Y Officials, etc. (See Annex for list) (NB. Sir T Burns, Mr E P Kemp and Mr Call receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and (100)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)

MW/BD

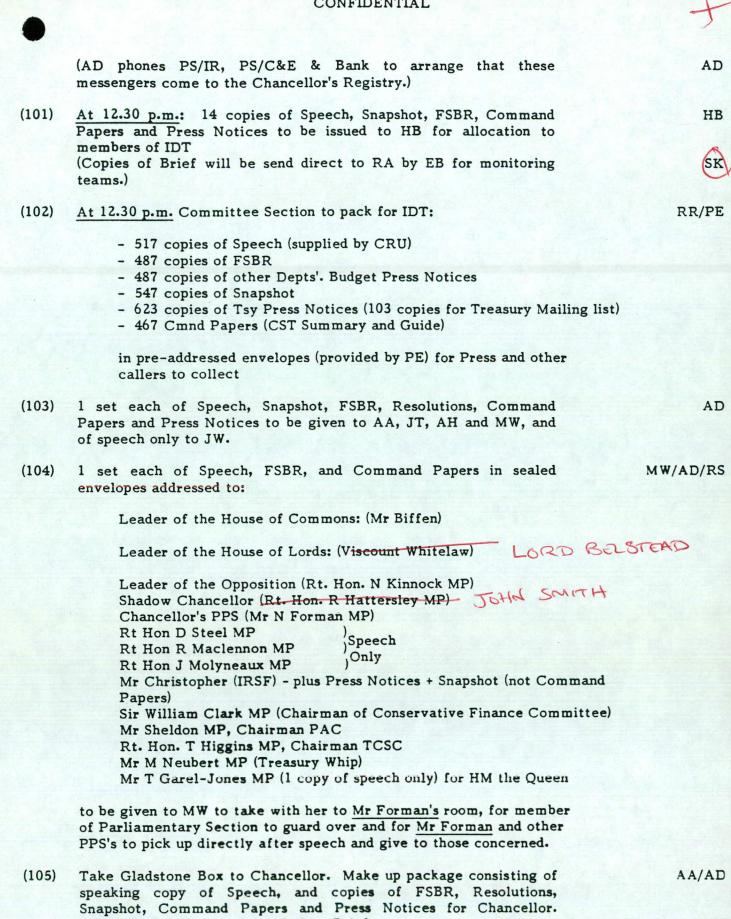
TB/BD

Chancellor's Clerks

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

BD

AA/AD



Budget Day: After lunch

Envelope copies of Speeches and FSBR for distribution to members (106)of the Cabinet (other than PM, Chief Secretary LPS + LPC) to be despatched after the Chancellor has sat down.

Ensure he has a copy of the Budget Brief.

AD/Chancellor's Office

- 0
- (107) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and ...... 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 Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

IDT to collect packages (see item 102) from Committee Section

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, 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.

(see Item 106).

(113)Delivery of Snapshot, Treasury Press Notices and other RS Departments' Press Notices to Vote and Printed Paper Offices (114)Laying of FSBR, Chief Secretary's Memorandum and Supply RS Estimates 1988-89 Summary & Guide. (115)During Speech: Note changes from typed version. MW At end of Speech (116)Set to go to Leader or Deputy Leader of the House of Lords (see MW Item 104). (117)TB to phone KS in Scotland to authorise release of documents. TB AD (118)Despatch by hand copies of Speech to other members of Cabinet

JW

JF

RR/PE

IDT

JF

SK

JF

(119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) 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 IF2 Division.

- (120) Check Hansard.
- (121) 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)
- (122) Send copies as follows:-

|   | Speech<br>and<br>Brief | Snapshot<br>Resolution,<br>Press Notices | FSBR | Cmd Papers |
|---|------------------------|--|------|------------|
| Mr F Cassell<br>British Embassy<br>Washington | 1                      | 3  | 3    | 3          |
| Mr D Bostock<br>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).

- (123) Give 8 copies of Speech, Snapshot, FSBR, Government Papers and AD/RS any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords.
   AD to give 2 copies of Resolutions to RS for Butterworths Law AD/RS Publishers.
- (124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

# ANNEX I

| RECIPIENTS                  | UNSTAPLED<br>SPEECH | SPEECH | SECTIONED<br>SPEEGH | SNAPSHOT | RESOLUTIONS | FSBR | CST<br>SUMMARY<br>+ GUIDE | HMT<br>PRESS<br>NOTICES | OTHER DEPT.<br>ARESS<br>NOTICES | EPR<br>SUPALEMENT | endret<br>Bruck |  |
|-----------------------------|---------------------|--------|---------------------|----------|-------------|------|---------------------------|-------------------------|---------------------------------|-------------------|-----------------|--|
| NEDO                        | -                   | 3      | -                   | 3        | -           | 3    | 3                         | 3                       | 3                               | 3                 | -               |  |
| TUC                         | -                   | 3      | -                   | 3        | -           | 3    | 3                         | 3                       | 3                               | 3                 | -               | 1.22                                     |
| CBI                         | -                   | 4      | -                   | 4        | 1 1         | 4    | 4                         | 4                       | 4                               | 4                 | - 1             |  |
| CONSERVATIVE RESEARCH DEPT. | -                   | 1      | -                   | i        | -           | 1    | 1                         | 1                       | 1                               | i                 | -               | 1. |
| DIPLOMATIC MISSIONS (16)    | -                   | 16     | -                   | 16       | -           | 16   | 16                        | 16                      | 16                              | 16                |                 |  |
| TCSC                        | -                   | 5      | -                   | 5        | -           | 5    | 5                         | 5                       | S                               | 5                 | -               |  |
| SCOTLAND                    | -                   | 6      | -                   | 6        | -           | 6    | 6                         | 6                       | 6                               | 6                 | -               |  |
| PRESS GALLERY               | -                   | -      | 30                  | 30       | -           | -    | -                         | -                       | -                               |                   | -               |  |
| ITN                         | 2                   | 2      | 16                  | 2        | -           | 2    | 2                         | 2                       | 2                               | 2                 | -               | Contraction of                           |
| BBC TV                      | 2                   | 2      | 1                   | 2        | - 1         | 2    | 2                         | 2                       | 2                               | 2                 | - 1             | a set or a                               |
| BBC RADIO                   | 1                   | 2      | 1                   | 2        | -           | 2    | 2                         | 2                       | 2                               | 2                 | -               |  |
| IRN                         | 1                   | 1      | 5                   | 1        | -           | 1    | 1                         | 1                       | 1                               | 1                 | -               |  |
| REUTERS                     | 1                   | 1      |                     | 1        |             | 1    | 1                         | 1                       | 1                               | 1                 | -               | 124 4 4 1 1                              |
| AP DON JONES                |                     | 1      | -                   | 1        | -           | 1    | 1                         |                         | 1                               | 1                 | -               |  |
| PA                          | 1                   | -      | -                   | -        | -           | -    | -                         | -                       | -                               | -                 | -               |  |
| PA (GALLERY)                | 1                   |        | -                   | -        | -           | -    | -                         | -                       |                                 | - 12              | -               |  |
| FT                          | 1                   | 2      | - 10                | 2        | -           | 2    | -                         | 2                       | 2                               | 2                 | -               |  |
| ORACLE                      | L                   | 1      | 1                   | 1        | -           | ١    | 1                         | 1                       | 1                               |                   | 54 - T          |  |
| CEEFAX                      | 1                   |        | 1                   | 1        |             | L.   | 1                         | 1                       | 1                               | 1                 | -               |  |
| PARLIAMENTARY SECTION       | -                   | 2      | -                   |          | -           | 7    | 1                         | 7                       | 1                               | 1                 |                 |  |
| PRIME MINISTER (+Nº10)      | -                   | 6      | 1996                | 6        | -           | 6    | 6                         | 10                      | 10                              | 6                 | 6               |  |
| HMT MINISTERS (4)           | -                   | 4      | -                   | 4        | 4           | 4    | 4                         | 4                       | 4                               | 4                 | 4               |  |
| SPEANER                     | -                   | 1      | -                   | 1        | 1           | l    | 1                         |                         | 1                               | l                 | -               | 103-446                                  |
| CHIEF WHIP                  | -                   |        | -                   | 1        | 1           | 1    | 1                         | 1                       | 1                               | 1.1               |                 | 1  |
| HMI OFFICIALS (19)          | -                   | 19     |                     | 19       | 19          | 20 * | 19                        | 19                      | 19                              | 19                | -               | * AN. VEX III                            |
| N. MELAND OFFICE            | -                   |        | -                   | 1        | 1           | 1    | 1                         | L.                      | 1                               |                   |                 |  |
| MC CATTURIL TR              | -                   | 1      | -                   | . 1      | •           | 1    | 1                         | 1                       | 1                               | 1                 | -               | in the second                            |
| sil a frael - lte           | -                   | l      | -                   | 1        | 1           |      | 1                         |                         |                                 | 1                 | -               |  |
| isching containe (d)        |                     | 9      | -                   | 4        | *           | 6    | 6                         | 6                       | 6                               | 6                 | -               | 12.20                                    |
| sub-total (i)               | 13                  | 100    | 25                  | 129      | 41          | 116  | 97                        | 109                     | 103                             | 99                | 10              |  |

| RECIPIONTS                                      | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SECTIONED<br>SPEECH | SNAPSHOT | RESOLUTIONS | FSBR | CST<br>SURMARY<br>+ GUIDE | HMAT<br>PRESS<br>NOTICES | other dept.<br>Priess<br>Notices | EPR  | Gudvet<br>Bruef |                   |
|---|---------------------|-----------------|---------------------|----------|-------------|------|---------------------------|--------------------------|----------------------------------|------|-----------------|-------------------|
| GANK OF ENGLAND (6)                             | -                   | 6               | -                   | 6        | 6           | 6    | 6                         | 6                        | 6                                | 6    | -               |                   |
| IDT (PRESS + CALLERS)                           |                     | 517             | -                   | 547      | -           | 487  | 467                       | 623                      | 487                              | 573  | •               |                   |
| RT. HON. T. HIGGINS MP                          | -                   | 1               | -                   | -        | -           | 1    | i                         | -                        | -                                | -    | -               | 1.2               |
| Wex, AA, AK, AH + CR (5)                        | -                   | 5               | -                   | 5        | S           | S    | S                         | 5                        | S                                | 5    | 5               |                   |
| SIMON WODDALL                                   |                     | -               | -                   | -        | -           | -    | -                         | -                        | -                                | -    | -               |                   |
| EADER. HOUSE OF COMMONS                         | -                   | 1               | -                   | -        | -           | 1    | 1                         | -                        | -                                | -    | -               |                   |
| EADER, HOUSE OF LORDS                           | -                   |                 | -                   | -        | -           | 1    | 1                         | -                        | -                                | -    | -               | Michael St.       |
| EADER HOUSE OF LORDS<br>EADER OF THE OPPOSITION | -                   | 1               | -                   | -        | -           | 1    | 1                         | -                        | -                                | -    | -               |                   |
| ANDON CHANCELLOK                                | -                   | 1               | -                   | - /      | -           | •    | 1                         | -                        | -                                | -    | 1               |                   |
| ic p uner mp                                    | •                   |                 | -                   | -        | -           | 1    | 1                         | -                        | -                                | -    | -               | N. ALAS           |
| WR CHRISTOPHER (IR:F)                           | -                   | 1               | -                   | -        | -           | 1    | 1                         | -                        | -                                | -    | -               | a la de la de     |
| sir w clark mp                                  | -                   | 1               | -                   | -        | -           | •    | •                         | -                        | -                                | -    |                 | ELEP BURK         |
| mr r sheldon mp                                 | -                   | I               | -                   | -        | -           | 1    | •                         | -                        | -                                | -    | -               |                   |
| me in Neurert mp                                | -                   | L               | -                   | -        | -           | 1    | 1                         | -                        |                                  | -    | -               |                   |
| WE T UNCEL-JONES MP                             |                     | 1               | -                   | -        | -           | -    | -                         | -                        | -                                | -    | 2 Barrow        |                   |
| VEINER (HUL FIN, CH, CST, LAC, LAS)             | -                   | 17              | -                   | -        | -           | -    | -                         | -                        | -                                | -    | 1               |                   |
| tansard   | -                   | Inte            | -                   | -        | -           | -    | -                         | -                        | -                                | -    |                 |                   |
| tet printed apper office                        | -                   |                 | -                   | 1150     | -           |      | -                         | 1150                     | 1150                             | 1150 | -               | Production of the |
| ABLE OFFICE                                     | -                   | 2               | -                   | 2        | 2           | 2    | 2                         | 2                        | 2                                | 2    | -               |                   |
| ANKETER (WASHINGTON)                            | -                   | 1               | -                   | 3        | 3           | 3    | 3                         | 3                        | 3                                | 3    | 1               |                   |
| OSTOCIC (BRUSSELS)                              | -                   | 1               | -                   | 3        | 3           | 4    | 3                         | 3                        | 3                                | 3    | 1               | THE OPTIME OF     |
| DIRECTOR BIS. (NON YOLL)                        | -                   |                 | -                   | •        | 1           |      | 1                         | 1                        | 1                                | 1    | 1               | A CARLES          |
| CRITISH EMBASSY , PARLS                         | -                   | I I I           | -                   | 1        | 1           | 1    | •                         | 1                        |                                  | 1    | 1               | and the second    |
| ukcel, deco                                     | -                   | 1               | -                   | 1        | 1           | 1    | 1                         | 1                        | •                                | 1    | 1               | No.               |
| HIC LIBRARY                                     | -                   | 4               | -                   | 4        | -           | 4    | 4                         | 4                        | 4                                | 4    | -               | 1. 119 11 4       |
| HIL LIBRARY                                     | • 11                | 4               | -                   | 4        | -           | 4    | 4                         | 4                        | 4                                | 4    | - /-            |                   |
| HINT LIERARY                                    | -                   |                 | •                   | •        | •           | 25   | 87                        | -                        | •                                | •    | 1.              | Shi ta a          |
| BUTTER SETUS                                    | -                   | -               | -                   | - 5      | 2           | -    | -                         | -                        | -                                | -    | 10-11           | CARL SHE          |
| SUB-TOTAL (FI)                                  |                     | 572             | -                   | 1727     | 24          | 553  | 594                       | 1803                     | 1667                             | 1753 | 10              | and the second    |
| SUB-TUTAL (1)                                   | 13                  | 100             | 75                  | 129      | 41          | 116  | 97                        | 109                      | 10,3                             | 99   | 10              | Self-self-        |
| TATA.   | 14                  | 177             | 75                  | 18461    | 65          | 669  | 691                       | 1017                     | 1770                             | 1857 | 20              |                   |

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# REQUIREMENTS : FROM SOURCE

| RAGE<br>NOVER |                | NOTHER DEPT. | NOTICES<br>PRESS<br>HMT | + 60105<br>257 | FSBR   | 54010105333 | TOHERANS    | SPEECH<br>SECTONED | HD33ds<br>Anhore | UNSTRPUED | REQUIRED BY :          |
|---------------|----------------|--------------|-------------------------|----------------|--------|-------------|-------------|--------------------|------------------|-----------|------------------------|
| 07            | 621            | 221          | 681                     | 221            | TSI    | 59          | 6 <b>SI</b> | SL                 | 551              | 81        | CHANCELLOR'S OFFICE    |
|               | ELS            | L87          | 829                     | 297            | L87    |             | Lts         |                    | LIS              | T         | Tai                    |
|               | 0511           | 0511         | 0511                    |                |        |             | osii        |                    |                  |           | voitse paatnemalleag   |
|               |                |              |                         | (JUNIS 6 . 1   | nm) si |             |             |                    |                  |           | 69                     |
| 02            |                |              |                         |                |        |             |             |                    |                  |           | 93                     |
|               |                |              |                         | 18             | 57     |             |             |                    |                  |           | raajan Timh            |
| 061           | 7 581          | OLLI         | 7161                    | 169            | 819    | 59          | 9581        | SL                 | 719              | 41        | T&101                  |
|               | 1              | 1 12         |                         |                |        |             |             |                    |                  |           | : 18 andros            |
|               |                |              |                         |                |        |             | <b>bS</b> 1 | SL                 | 122              | 41        | CHANCELLOR'S AFFICE    |
|               | 1              |              |                         |                | 819    |             |             |                    |                  |           | (2200 (FP ORDER)       |
|               | and the second |              |                         | 169            |        |             |             |                    |                  |           | HANSO (GEB OLDAR)      |
|               |                |              |                         |                |        | 59          |             |                    |                  |           | AARLIAMENTARY LEVINSEL |
| OLI           |                | OLLI         | 7161                    |                |        |             | 1691        |                    | LIS              |           | NOTICE SECTION         |
| 07            |                |              |                         |                |        |             |             |                    |                  |           | 99                     |
|               | 7581           |              |                         |                |        |             |             | 1.75               |                  |           | RALAURAN POLA          |
| 061           | 1825           | 0/11         | 2161                    | 169            | 819    | 59          | 9581        | SL                 | 719              | +1        | TATOT                  |

# ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE

PACKAGE A: SPEECH, SNAPSHOT, RESOLUTIONS FSBR, CST SUMMART + GUIDE, HMTPN'S, OGDPN'S, EPR

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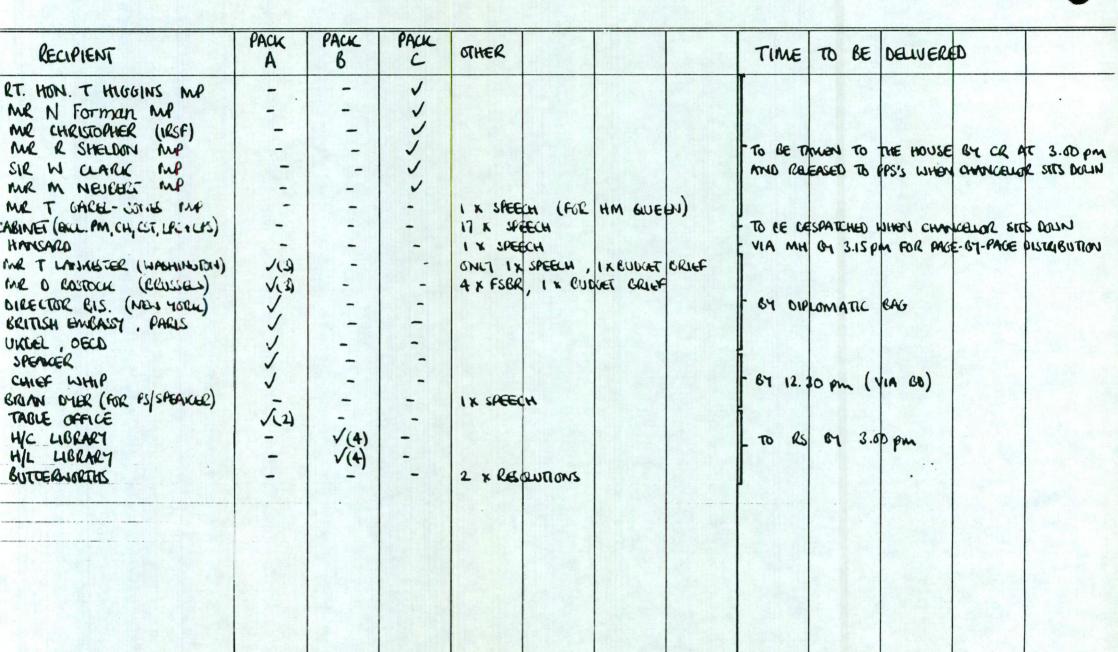
8: SPEECH , SNAPSHOT, FSBR CST SUMMART + GUIDE, HMTPN' OGDPN'S , EPR C: SPEECH, FSOR, CST SUMMART + GUIDE PACKAGE

PACKAGE

| NEDO- $\sqrt{(3)}$ -TUC- $\sqrt{(3)}$ -CB1NICG- $\sqrt{(4)}$ -TO BE COLLECTED FROM ENAULY ROOM AFTER SPEECHCONSERVATIVE RESEARCH REFT-JAUSTRALIAN H.CNEW ZEAMOND H.CCANADIAN H.CJAPAMESE EMUGIST-J.S. EMBASSY-                              |        |
|---|--------|
| TUC<br>CBI<br>NICG<br>CONSERVATIVE CEREARCH LEPT- $\sqrt{(3)}$ $\sqrt{(4)}$ - $+$ $1$ CONSERVATIVE CEREARCH LEPT- $\sqrt{(4)}$ -AUSTRALIAN H.C $\sqrt{-}$ NEW ZEALAND H.C $\sqrt{-}$ CANADIANI H.C $\sqrt{-}$ JAPANESE EMULAIST- $\sqrt{-}$ | 'x'    |
| CBI NICG - V(4) - TI RESOLUTION<br>CONSERVATIVE RESEARCH LEFT - V -<br>AUSTRALIAN H.C V -<br>NEW ZEAVAND H.C V -<br>CANADIAN H.C V -<br>JAPANESE EMUGRIST - V -   | •      |
| AUSTRALIAN H.C  | C. cal |
| AUSTRALIAN H.C  |        |
| NEW ZEALAND H.C V -<br>CANADIAN H.C V -<br>JAPANESE EMICAUSY - V -  |        |
| CANADIAN H.C V -<br>JAPANESE EMILIAUSY - V -  |        |
| JAPANESE EMCAUSY - V -  |        |
|   |        |
|   |        |
| FRENCH ENBADLY - / -  |        |
| W. GERMAN EMBASSY - / -   |        |
| LUXEMEDIRG BURGEST - V -  | -      |
| BELGIAN EMEASSY - V -   |        |
| DATISH ENDASSY - V -  |        |
| ERE ENGASSY - V -   |        |
| ITALIAN EMPASSY - / -   |        |
| GREEK BUCKIST - / -   |        |
| NETRECLASICS BUCKETY - V -  |        |
| spronish guerest - / -  |        |
| PORTUGUESE EMICASUY - V -   |        |
| TCSC - J(S) -   |        |
| SCOTLAND - J(6) - E TO K.S BY 11.00 am  | an in  |
| PRESS GALLERY 30 X SECTIONED SPEECH, 30 X SNAPSHOT  |        |
| PA GALLERY IX UNSTAPLED   |        |
| ITN 16 x SECTIONED SPEECH, 2 x UNSTAPLED  |        |
| LE TINSON, ITN BUDGET AD CAMING LO BE COLLECTED FROM CHAINGELLOR'S OFFICE   | AT     |
| LONDOMILS ELITOR, CHANNEL 4 - V - 230 pm FOR PAUE OUTRIBUTION AS  |        |
| BEL TV II A SECTIONED SALECH, 2 X UNSTAPLED CHARICELLOR SHEAKS. PACK'B'S TO BE HANDED   | ,      |
| RODUCER, BEL EVOLUS PIDISIATURE - / - OVER AT END OF SPEECH   |        |
| annes Lorie, Bel Elotion - / -  |        |

t SIR P MIDCLETON (3×FSBR), SIR T BURNS (2×FSBR) MR J ANGON, SIR G LITTLER, MR Scholar MR GYATT, MR KEMP, MR A WILSON, HIGG Huelle MRCKELLY (2×FSBR), MR MIMUL, MR CUIPIN MISS HEIRSJIN, MR RIG Allen MR Pickford MISS C BIANS, MR CRIPPER (3×FSBR), MR THE MR M Call (2×FSBR)

| the second s |                        |      | -    |  | MR M Call (2 K FSBR)                             |
|--|------------------------|------|------|--|--|
| RECIPIENT  | PACK<br>A              | PACK | PACK | OTHER                                      | TIME TO BE DELIVERED                             |
| BBC RADIO  | -                      | -    | -    | ILX SECTIONED SPEECH , IX UNSTAPLED        |  |
| BBC ELONOMICS CORRESPONDENT  |                        |      | -    |  |  |
| PRODUCER, PM BUDGET SPECIAL  | -                      | 1    | -    |  |  |
| IRN  | 1. 1. <del>-</del> 1 1 | -    | -    | S & SECTIONED SPEECH, I & UNSTAPLED        |  |
| ouglas moffit, economics ecutor  | -                      | 1    | -    |  |  |
| lesters  | -                      | -,   | -    | I X UNSTAPLED                              |  |
| DAND KELFE, REIDERS  |                        |      | -    |  | TO BE COLLECTED FROM CHANGELLOR'S OFFICE AT      |
| AP DOW JONIES<br>WR GATTLER, AP DOJ JONES  | E.                     | -    |      | l k unstapled                              | 2.30 pm FOR MOR-BY-PAGE DISTRIBUTION AS          |
| PA NEWSROOM  | I.                     | ~    |      | I V INISTADIAD                             | CHANCELLOR SPEAKS. PACK 'B'S TO BE HAMDED        |
| FT NEWSROOM  | _                      |      | -    | I K UNSTAPLED<br>I K UNSTAPLED             | over at end of speech                            |
| DAVID WALKER, NOWS EDITOR, FT  | -                      | 1(2) | -    | re undervad                                |  |
| ORACLE   | -                      | -    | -    | IX SECTIONING SPEECH, IX UNSTAPLED         |  |
| PETER HALL, EDITOR, ORACLE   | -                      | 1    | -    | ,  |  |
| CEEFAX   | -                      | -    | -    | I K SECTIONED SPEECH, I K UNSTAPLED        |  |
| AVIO HUSON, MANALER TELETERT   | - 11                   |      | -    |  |  |
| RIME MINISTER (+ NO10)   | -                      | 16)  | 1    | 4 AHMTPIU'S, 4 x OGOTN'S , 6 X BUDGET GRUF |  |
| CHIER, AA, AK, AH+ CR  | V (3)                  |      |      | S X BUDGET CRIEF                           |  |
| haat ministers<br>amt officials t  | √ (4)<br>√ (18)        |      |      | 2 x PSBR FOR GACH MINISTER                 |  |
| N. IRELAND OFFICE  | v (10)                 |      |      |  |  |
| MR A BATTISHILL -IR  | 5                      | -    |      |  | BY 12.30 pm (AQ TO AUTHORISE RELEASE)            |
| SIR A FRASER - CTE   | V                      | -    | -    |  |  |
| INLAND REVENUE   | V (6)                  | -    | -    |  |  |
| QUSTOMS + BKUSE  | 1 (6)                  | -    | -    |  |  |
| CATAK OF ENGLAND   | V(6)                   | -    | -    |  |  |
| LEADER WC (BIFFEN)   | -                      |      | 1    |  |  |
| LEALER HIL (WHITELAW)  | 1 Tends                | -    | 1    |  | TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm        |
| EALER, UNDERTION (KINNOCK)   | -                      | •    | 1    |  | AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOLIN |
| HADOW CHANCELLOR (HATTERSIET)  | al -                   | 1.   | -    |  |  |
|  |                        |      |      |  |  |



# RESPONSIBILITIES FOR DISTRIBUTION : IDT

| RECIPIENT   | WHOLE                   | SNAPSHOT                | FSBR             | CST<br>SUMMARY<br>+ GUIDE | HWAT<br>PRESS<br>NOTICES | OTHER DEPT<br>PRESS<br>NOTICES | EPR                   |  |  |  |
|---|-------------------------|-------------------------|------------------|---------------------------|--------------------------|--------------------------------|-----------------------|--|--|--|
| PRESS GALLERY<br>OVERSEAS REPS<br>FLEET ST. PRESS<br>NON - PRESS              | 105<br>10<br>150<br>200 | 130<br>10<br>150<br>200 | 70<br>150<br>200 | 70<br>-<br>150<br>200     | 70<br><br>150<br>200     | 70<br>-<br>150<br>200          | 70<br>-<br>150<br>200 |  |  |  |
| DEPT'S PRESS OFFICES<br>HMT MAIL UST<br>IDT, SPARES, INCL. ENQURY COM<br>FFJG | 17                      | 17<br>20<br>20          | 17<br>30<br>20   | 17<br>10<br>20            | 17<br>116<br>50<br>20    | 17<br>30<br>20                 | 17<br>116<br>20       |  |  |  |
| TOTAL   | 517                     | 547                     | 487              | 467                       | 623                      | 487                            | 573                   |  |  |  |
|   |                         |                         |                  |                           |                          |                                |                       |  |  |  |
|   |                         |                         |                  |                           |                          |                                |                       |  |  |  |
|   |                         |                         |                  |                           |                          |                                |                       |  |  |  |
|   |                         |                         |                  |                           |                          |                                |                       |  |  |  |

# RESPONSIBILITIES FOR DISTRIBUTION: PARLIAMENTARY SECTION

|                                       |   | S. Jean S. | and the second se |
|---------------------------------------|---|------------|---|
| RECIPIENT                             |   |            |   |
| IS / SPEAKER<br>SPEAKER<br>CHIEF WHIP | I K SPEECH<br>PACK'A'<br>PACK'A'<br>TO BE GIVEN TO BD BY CHAINCELLOR'S OFFICE |            |   |
| JOURNAL OFFICE                        | 6 x FSBR<br>6 x CST SUMMARY + GUIDE - FROM ESTIMATES CLERK                    |            |   |
| TABLE OFFICE                          | 2 × PACK'A'   |            |   |
| VOTE + PRINTED PAPER OFFICE           | IISO X SNAPSHOT<br>IISO X HIMTPH'S<br>IISO X OGEPH'S<br>IISO X EPR SUPPLEMENT |            |   |
| BUTTERWOLTAS                          | 2 x CESTUTIONS - FROM CHANCELLOC'S OFFICE                                     |            |   |
| H/C UBRARY<br>W/L UBRARY              | An PACIL B FROM CHORONCELLOR'S OFFICE   |            |   |
|                                       |   |            |   |
|                                       |   |            |   |
|                                       |   |            |   |
|                                       |   |            |   |
|                                       |   |            |   |
|                                       |   |            |   |

# RESPONSIBILITIES FOR DISTRIBUTION : FP

|   |            |                |        |        | -     |            | <br>1.11 |             |                   |           | 11111            |
|---|------------|----------------|--------|--------|-------|------------|----------|-------------|-------------------|-----------|------------------|
| RELPIONT                                |            | FSBR           | PACK B |        |       |            |          |             |                   | in the    |                  |
| PARLIAMONTARY<br>FP (SPARE)<br>SCOTLAND |            | 69             |        | - FROM | HTMSO | r's offici |          |             |                   |           |                  |
|   | TOTAL      | 15             | 6      |        |       |            |          |             |                   |           | Sec.             |
|   | Bar (      |                |        |        |       |            |          |             |                   |           |                  |
|   |            |                |        |        |       |            |          |             |                   |           |                  |
| 1034                                    |            |                |        |        |       |            |          | -           | •                 |           |                  |
|   |            |                |        |        |       |            |          |             |                   |           |                  |
|   |            |                |        |        |       |            |          |             |                   |           |                  |
|   |            |                |        |        |       |            |          |             |                   |           |                  |
|   |            |                |        |        |       |            |          |             |                   |           |                  |
|   |            |                |        |        |       |            |          |             |                   |           |                  |
|   |            |                |        |        |       |            |          |             |                   |           |                  |
|   | TAN SPRACE | Contraction of |        |        |       |            |          | 5-12-12-5-5 | and the second of | AND ALL T | Carlos Bring St. |

Comments taken on Board



FROM: A A DIGHT DATE: 7 January 1988

MR A C S ALLAN MR TAYLOR MISS WALLACE MR HUDSON MRS THORPE MR WILLIAMS MR LYONS MISS MURPHY MRS SPRAGG MISS RUTTER MS EVEREST PHILLIPS MR HEYWOOD MISS FEEST MR BARNES MR WESTHEAD MR JUDGE MRS CHADWICK MR SARGENT MR MONCK MR LANKESTER MR CULPIN MR TURNBULL MR ODLING-SMEE MISS C EVANS MRS BURNHAMS MR MICHIE MR K SEDGWICK MR PICKFORD MISS SIMPSON MR S KEMP MR R I G ALLEN MR BUSH

MR FLITTON MR R EVANS MR P EDWARDS MR DYER MR R SAVAGE MR T DAVIES MR D SAVAGE MR C KNIGHT MR PORTEOUS MR RAWLINGS MR G ROGERS MISS TITMUSS MR CROPPER MR TYRIE MR CALL

MR N FORMAN MP H/C PS/INLAND REVENUE PS/CUSTOMS AND EXCISE

#### 1988 BUDGET AIDE MEMOIRE: FIRST DRAFT

I attach the first draft of this year's Aide Memoire. I should be grateful if all copy recipients would check through the Aide Memoire for any errors or additions, and in particular the following items:

| Item 12:  | Would <u>Mr Dyer</u> confirm the date for the Ten Minute Rule Bill to be<br>handed to the Public Bill Office. |
|-----------|---|
| Item 19a: | Would Mr Monck confirm that he wishes to deliver the Budget<br>packages to the CBI as in previous years.      |
| Item 92:  | Would John Flitton provide a list of volunteer's to take packages to<br>TV and radio stations.                |
|           | I V and I adiv Stations.  |



Item 110: Would John Flitton also arrange for a volunteer to accompany Peter Edwards.

FSBR: Would <u>FP</u> check that dates and deadlines are acceptable.

BudgetBrief &Snapshot

2. It would be appreciated if any comments could reach me by Friday 15 January 1988.

Ardwight A A DIGHT

# 1988 BUDGET AIDE MEMOIRE

| AA  | Alex Allan      | (4330) |
|-----|-----------------|--------|
| JT  | Jonathan Taylor | (4519) |
| MW  | Moira Wallace   | (5004) |
| AH  | Andrew Hudson   | (5021) |
| JTH | Julie Thorpe    | (5011) |
| AD  | Anthony Dight   | (5012) |
| JW  | Julian Williams | (5014) |
| TL  | Tony Lyons      | (5013) |
| SM  | Sarah Murphy    | (5015) |
| PS  | Pat Spragg      | (5167) |
| RC  | Robert Culpin   | (4419) |
| CE  | Carys Evans     | (5170) |
| TB  | T Burnhams      | (5179) |
| KS  | Kevin Sedgwick  | (5169) |
| SP  | Steven Pickford | 4549)  |
| SK  | Simon Kemp      | (5208) |
| RA  | Richard Allen   | (4420) |
| НВ  | Harry Bush      | (5252) |
| JF  | John Flitton    | (5188) |
| RE  | Richard Evans   | (5245) |
| PE  | Peter Edwards   | (5248) |
| BP  | Brian Porteous  | (4830) |
| RR  | Rod Rawlings    | (4889) |
| TD  | Tony Dolphin    | (5546) |
| PC  | Peter Cropper   | (4359) |
| CT  | Chris Titmuss   | (4840) |
| BD  | Brian Dyer      | (4520) |
| RS  | Richard Savage  | (5006) |
| TJD | Tony Davies     | (5163) |
|     |                 |        |

### Preparation in weeks before the Budget

| riepa  | ation in weeks before the Budget   |                 |
|--------|--|-----------------|
| (1)    | Arrange audience of The Queen with her Private Secretary<br>Clear date of Budget with No.10 (checking that there are no State<br>Visits, Archbishop's enthronements etc).  | JTH/MW<br>TB/AA |
| (2)    | Check with Speaker on allocation of guest seats available.   | JTH/MW          |
| (3)    | Consult Chancellor on distribution of seats. Make arrangements<br>for collection of tickets for Speaker's Gallery and under the<br>Gallery. Inform other guests of arrangements for collecting the<br>tickets for Distinguished Stranger's Gallery and Speaker's Gallery<br>(East).  | JTH/MW          |
| (4)    | Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.  | AD/RR           |
| (5)    | Arrange for TV Broadcast, in conjunction with Chief Whip's Office.<br>Discuss arrangements for TV Broadcast with the BBC.  | RA/JF           |
| (6)    | Arrange for members of Chancellor's Registry and volunteers from<br>other Private Offices' clerks, if required, to be available to collate<br>papers on weekend of 12/13 March and on Budget Day. (For IDT as<br>well).<br>Check with EOG (David Lodge) for overnight accomodation to be<br>provided.                                  | AD              |
| (7)    | Submit publicity arrangements to Chancellor.   | RA              |
| (8)    | Make arrangements for providing Press Gallery (P.A.), P.A.<br>Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle,<br>Ceefax and Financial Times with Speech section by section (see<br>item 92).   | AD/JF           |
| (9)    | Arrange for Budget Box to be collected from PRO  | PE              |
| (10)   | Arrangements for laying of White Papers, etc.  | BD              |
| (11)   | Circulate roster of Ministers covering Treasury Bench and officials<br>covering official box (or available on the 'phone) for Budget<br>Statement, remainder of Budget Day and three days of subsequent<br>Debate. (Note that Ministers are required for T.V. Broadcasts.)   | MW              |
| 16 Sit | ting Days before Budget Day  |                 |
| (12)   | Contact Mr Forman to confirm that a Member will sleep overnight<br>in the Conference Room adjacent to the Public Bill Office (Whips<br>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br>can be handed in immediately the Public Bill Office opens (circa<br>10.00am) the following morning Tuesday, 23 February. | BD/Nigel Forman |

# 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.

AA/RA

ACTION

Get in drang now?

- (14) JF to organise arrangements for Budget Box photograph.
- (15) Lraft of T.V. Broadcast to be produced and circulated to other Ministers for comment.
- (16) TB co-ordinate along with PE, BD and MW, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). TB send similar note to Treasury Divisions and Revenue Departments. PE to write to other Departments Chief Press Officers. Both letters to give deadline for arrival of PN's (midday Friday 11 March). EB to get advance copies of PN's. (PE to confirm number of PNs expected per Department).
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124.

#### Week before Budget

still?

- (18) Budget Box photograph at HMT.
- (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:
- (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                      |  |  |  |  |
|     | TUC (636 4030)  | and<br>)any Press Notices + 1 Resolution<br>for CBI  |  |  |  |  |
|     | NICG (235 2020) | IOF CBI  |  |  |  |  |

Conservative Research Dept (222 9000)

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liasing with CBI for collection of package).

(b) JW to arrange with IF2 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 (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

(c) RR to arrange shuttle flight for messenger to take package(s) to Scotland.

(20) FP confirm with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to AD and RR in CRU as appropriate (see Annex) by

JF APH RATA

SP/TB/PE/MW/BD

Chancellor's Office

JF

AD

JW/TD

RR



|      | midday on Friday 11 March at the latest. TB to arrange for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March.  |          |
|------|---|----------|
| (21) | Check with FP/GE & MW precisely which documents will be in<br>Budget package (eg. any Command Papers), and let RR know.   | AD/RR    |
| (22) | AD to check despatch arrangements with Foreign Office (May<br>Gibson 210-6128) for guidance telegram to overseas posts on<br>Budget Day.  | AD       |
| (23) | All offices to inform RR of requirements for messengers, security<br>guards and vans RR to send reminder to offices asking them of<br>their requirements.   | RR       |
| (24) | BD to write to Vote and Printed Paper office concerning<br>embargoes to be observed on the FSBR and related documents.  | BD       |
|      | Tuesday 8 March   |          |
| (25) | First draft and structure of Backbenchers' Brief cleared with officials, including EB and FP.   | PC/EB/FP |
|      | Wednesday 9 March   |          |
| (26) | EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).   | EB       |
|      | Thursday 10 March   |          |
| (27) | Inform IDT of likely length of Speech.  | AA/RA    |
| (28) | Contact Cannon Row Police Station to ensure crowds are allowed<br>to congregate behind barrier opposite No.11 for benefit of<br>photographers when he leaves for the House. (Clear with No.10<br>security co-ordinator) | JF       |
| (29) | EPR Supplement to printer   | RA       |
| (30) | EB to receive Chancellor's comments on drafts of key briefs.<br>Meeting if necessary.   | AA/EB    |
| (31) | Draft of Backbenchers' Brief to Chancellor.   | PC       |
| (32) | Chancellor's final comments on FSBR to FP (by 10.00am). FP return 2nd page proofs to printer.   | AA/RC    |
| (33) | FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.  | FP       |
|      | Friday 11 March   |          |
| (34) | Work as necessary to produce final version of speech.   | АА       |
| (35) | Send copy of latest draft of Speech to PM if Chancellor wishes.   | АА       |
| (36) | RE to submit draft Snapshot to Chancellor's Office having cleared with FP and EB (to be shown to Chancellor).   | CE/EB/RE |

- (37) Finalise arrangements with BBC for TV Broadcast.
- (38) Prepare summary for The Queen and overseas posts (may also be used at Budget Cabinet) Submit to Chancellor's Office.
- (39) EPR proof to Chancellor
- (40) Submit final draft of TV broadcast if available. Chancellor's Budget Broadcast meeting.
- (41) Check with AA whether any other Ministers or officials are to receive advance copies of Budget documents other than those at Annex.
- (42) Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 122).
- (43) Chancellor's comments on backbenchers' Brief to Special Advisers.
- (44) Check catering and sleeping arrangements for Chancellor's office for 11 and 14 March.
- (45) JTH 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.
- (46) JTH to co-ordinate Chancellor's meeting with the Backbench Finance Committee
- (47) Check arrival of press notices against numbers expected (see Co Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex.
  - SATURDAY-MONDAY

#### Saturday 12 March/Sunday 13 March

(48)Collation of Press Notices by Committee Section and volunteers BP/RR (NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are required by Parliamentary Section). Book proofs of FSBR received by FP, (49)TB 10.00 a.m., to be returned pm (copied to Chancellor). (50)Chancellor: photo-call. JF (51)Type Snapshot on A4 paper. IDT/EB

Sheck and make corrections in Chancellor's speaking copy, section (52)Chancellor's by section. Office

(53) EPR proof to printer (with Chancellor's comments).

JF

RC

RA

IRA AD/AA

AD

AA/PC

AD/RR

0

JTH/BD

JTH

RA

Comm Section/AD

|          | CONFIDENTIAL   | 1                      |
|----------|--|------------------------|
| •        |  | X                      |
| (54)     | Roll off and collate 36 copies of speech for:  | AD                     |
| A        | <ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> <li>Prime Minister</li> </ul>   |                        |
| $\times$ | <ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,<br/>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,<br/>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>             | T                      |
| (55)     | Mr Cropper has Backbenchers' Brief checked for factual accuracy<br>by EB.  | PC/EB                  |
| (56)     | Send speaking copy and spare to Chancellor.  | AD                     |
| Monda    | y 14 March   |                        |
| (57)     | 8.00 a.m. CE sign off final FSBR proof.<br>IDT sign off EPR proof  | CE<br>RA               |
| (58)     | Collect Budget Box from IDT.   | AD/JF                  |
| (59)     | 9.00 a.m. Ensure that copies circulated by hand as in item 54.   | AD                     |
| (60)     | See item 81 - phone C&E, IR, B of E.   | JW                     |
| (61)     | MW to confirm with Tony Davies that he will be available in<br>Speakers Yard to greet Chancellor and Mrs Lawson and show latter<br>to her seat. Thereafter to go to Chancellor's PPS's room to guard<br>over copies (see item 104) while Budget Speech is in progress. | TJD/MW                 |
| (62)     | Chancellor's Office to receive from EB 2 copies of near-final draft<br>of Brief during course of day.  | SK                     |
| (63)     | Mr Evans gives Chancellor's Office 2 copies of near-final draft of<br>Snapshot during course of day.   | RE                     |
| (64)     | Confirm likely length of speech with IDT to guide radio/TV.  | AA/RA                  |
| (65)     | By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary.   | AA/PS                  |
| (66)     | Check any corrections section by section.  | Chancellor's<br>Office |
| (67)     | Evening - either obtain confirmation from Chancellor that Speech<br>can be regarded as final or amend speaking copy in accordance<br>with his instructions. <u>Text must be finalised</u> .  | AA/PS                  |
| (68)     | Final check of Backbenchers' Brief by EB.  | PC/EB                  |
| (69)     | Produce index for speech.  | Chancellor's<br>Office |
| (70)     | Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.  | JTH                    |
| (71)     | Chancellor's Office receive Snapshot from RE for checking  | SP/SK                  |

| (72) | Check that CST Summary and Guide, Resolutions and EPR<br>Supplement have arrived in Chancellor's Office. (C Knight)  | AD                         |
|------|--|----------------------------|
| (73) | Advisers re-submit Backbenchers' Brief to Chancellor for final approval.   | PC/AA                      |
| (74) | Final check of Snapshot before collating.  | SP                         |
| (75) | CRU roll off 170 copies of Budget Brief.   | СТ                         |
| (76) | Photocopy 30 copies of final text section by section for   | Chancellor's               |
|      | <ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>  | Office                     |
| (77) | CX's office rolls off 99 copies of speaking copy, 75 copies section<br>by section and 13 unstapled sets. And CRU rolls off 1700 copies of<br>snapshot.   | Chancellor's<br>Office/CRU |
| (78) | As soon as possible Mr Cropper lets Miss Titmuss have the master<br>copy of the Backbenchers Budget Brief. Miss Titmuss will run off<br>400 copies. Mr Cropper will arrange for these to be distributed by<br>the Parliamentary Private Secretaries following the Budget<br>Speech.  | PC/CT                      |
| BUDG | ET DAY: 15 March   |                            |
| (79) | 0845: Chancellor (+ family) photocall in St James' Park  | JF                         |
| (80) | Tabling of Budget Resolutions by Parliamentary Counsel.  | FP                         |
| (81) | As soon as final version of brief is available let PS/IR, PS/C&E and<br>BofE know so that they can send a messenger to collect. (Brief may<br>not be ready until very late).   | AD                         |
| (82) | Order taxis to take MW & JW with speech sections to House at 3.00 pm.  | JW                         |
| (83) | 10.00 am: TB to check that FSBR has arrived.   | ТВ                         |
| (84) | 10.00 am: JF to supervise BBC team at No.11 for TV Broadcast   | JF                         |
| (85) | 10.30 a.m.: Budget Cabinet (time to be confirmed).   | JTH                        |
| (86) | RE to "mark up" (sideline) final version of speech   | HB/RE                      |
| (87) | EB to double-check headlined version of the speech.  | EB                         |
| (88) | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 500 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons<br>and to IDT (see Items 92 and 95). From Private Office production<br>of Speech send one copy by hand to SP EB Room 97/2) as soon as<br>possible. Copy to be marked up for PA. When master copy of | CT/JW/SP                   |

"marked up" speech is returned to the private office, 13 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters, AP Dow Jones and PA Newsroom, Financial Times Newsroom, Oracle and Ceefax.

- (89) By 11.00 am six copies of speech run off by AD, FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 19c) to take to Scotland. (See Item 117)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) 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.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 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) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
      - Sue Tinson, ITN Budget Programme
         Economics Editor, Channel 4.
         (NB: These envelopes to be handed over at the end of Chancellor's speech)

### (d) BBC, TV White City (..... to collect)

- 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for pageby-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.

AD/KS

RE

MW

Chancellor's Office (NB: These envelopes to be handed over at the end of Chancellor's speech).

- (e) BBC Radio, Broadcasting House (..... 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:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... 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 pageby-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

### (g) Reuters Newsroom (..... 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.

- (h) AP Dow Jones (..... 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 to Mr Gittler

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

- (i) P.A. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes 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.

- (k) Oracle (.....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.
- (1) Ceefax (.....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.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD



(95) 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):-

> 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.

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

Chancellor's Clerks and Typists

- (97) Before 12.00: MW gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.
- (98)Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.
- (99) By 12.30 p.m.: Make up and despatch SECRET envelopes containing

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

Prime Minister\*

Chief Secretary (2xFSBR)

Financial Secretary (2xFSBR)

Paymaster General (2xFSBR) Economic Secretary (2xFSBR) Chancellor of the Duchy of Lancaster Officials, etc. (See Annex for list) (NB. Sir T Burns, Mr E P Kemp and Mr Call receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- (100)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)

MW/BD

RR/PE

TB/BD

Chancellor's Clerks

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

BD

AA/AD

| •          |                |  |                 |
|------------|----------------|--|-----------------|
|            |                | (AD phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)   | AD              |
|            | (101)          | At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command<br>Papers and Press Notices to be issued to HB for allocation to<br>members of IDT   | НВ              |
|            |                | (Copies of Brief will be send direct to RA by EB for monitoring teams.)  | SK              |
|            | (102)          | At 12.30 p.m. Committee Section to pack for IDT:   | RR/PE           |
|            |                | - 517 copies of Speech (supplied by CRU)   |                 |
|            |                | <ul> <li>487 copies of FSBR</li> <li>487 copies of other Depts'. Budget Press Notices</li> </ul>   |                 |
|            |                | <ul> <li>547 copies of Snapshot</li> <li>623 copies of Tsy Press Notices (103 copies for Treasury Mailing list</li> </ul>  | ,               |
|            |                | - 467 Cmnd Papers (CST Summary and Guide)  |                 |
|            |                | in pre-addressed envelopes (provided by PE) for Press and other callers to collect   |                 |
|            | (103)          | 1 set each of Speech, Snapshot, FSBR, Resolutions, Command<br>Papers and Press Notices to be given to AA, JT, AH and MW, and<br>of speech only to JW.  | AD              |
|            | (104)          |  | MW/AD/DS        |
|            | (104)          | 1 set each of Speech, FSBR, and Command Papers in sealed<br>envelopes addressed to:  | MW/AD/RS        |
| They       | ayle<br>3 Dyes | Leader of the House of Commons: (Mr Biffen)<br>Leader of the House of Lords: (Viscount Whitelaw)<br>Leader of the Opposition (Rt. Hon. N Kinnock MP)<br>Shadow Chancellor (Rt. Hon. R Hattersley MP) South<br>Chancellor's PPS (Mr N Forman MP)<br>Rt Hon D Steel MP<br>Rt Hon D Steel MP<br>Rt Hon J Molyneaux MP<br>Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command<br>Papers)<br>Sir William Clark MP (Chairman of Conservative Finance Committee)<br>Mr Sheldon MP, Chairman PAC<br>Rt. Hon. T Higgins MP, Chairman TCSC<br>Mr M Neubert MP (Treasury Whip)<br>Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen | gr              |
| $\nearrow$ |                | to be given to MW to take with her to <u>Mr Forman's</u> room, for member<br>of Parliamentary Section to guard over and for <u>Mr Forman</u> and other<br>PPS's to pick up directly after speech and give to those concerned.  |                 |
|            | (105)          | Take Gladstone Box to Chancellor. Make up package consisting of<br>speaking copy of Speech, and copies of FSBR, Resolutions,<br>Snapshot, Command Papers and Press Notices for Chancellor.<br>Ensure he has a copy of the <u>Budget Brief</u> .  | AA/AD           |
|            | Budget         | Day: After lunch   |                 |
|            |                |  | AD/Chancellor's |
|            | (106)          | Envelope copies of Speeches and FSBR for distribution to members<br>of the Cabinet (other than PM, Chief Secretary LPS + LPC), to be   | Office          |

(104) Copy of Chanellor's speaking copy to AA to give to Nigel Forman just lefter greach.

ADA



- (107) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and ...... 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 Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

IDT to collect packages (see item 102) from Committee Section

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, 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.

(see Item 106).

(113)Delivery of Snapshot, Treasury Press Notices and other RS Departments' Press Notices to Vote and Printed Paper Offices (114)Laying of FSBR, Chief Secretary's Memorandum and Supply RS Estimates 1988-89 Summary & Guide. (115)During Speech: Note changes from typed version. MW At end of Speech (116)Set to go to Leader or Deputy Leader of the House of Lords (see MW Item 104). (117)TB to phone KS in Scotland to authorise release of documents. TR AD (118)Despatch by hand copies of Speech to other members of Cabinet

JW

JF

RR/PE

SK

JF

IDT

JF

(119)Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) 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 IF2 Division.

- (120)Check Hansard.
- (121)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)
- (122)Send copies as follows:-

|                               | Speech<br>and<br>Brief | and Resolution, |   | Cmd Papers |  |
|-------------------------------|------------------------|-----------------|---|------------|--|
| Mr F Cassell                  |                        |                 |   |            |  |
| British Embassy<br>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).

- (123)Give 8 copies of Speech, Snapshot, FSBR, Government Papers and AD/RS any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords. AD to give 2 copies of Resolutions to RS for Butterworths Law AD/RS Publishers.
- (124)Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

BD

# ANNEX I

| RECIPIENTS                  | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SPEECH |     | RESOLUTIONS | FSBR | CST<br>SUMMARY<br>+ GUIDE | PRESS<br>NOTICES | OTHER DEPT.<br>PRESS<br>NOTICES | EPR<br>SUPPLEMENT | budget<br>bruck |                   |
|-----------------------------|---------------------|-----------------|--------|-----|-------------|------|---------------------------|------------------|---------------------------------|-------------------|-----------------|-------------------|
| NEDO                        |                     | 3               | -      | 3   | -           | 3    | 3                         | 3                | 3                               | 3                 | -               |                   |
| TUC                         | -                   | 3               | -      | 3   | -           | 3    | 3                         | 3                | 3                               | 3                 | -               | Second Phase      |
| CBI                         | - 20                | 4               | -      | 4   | 1           | 4    | 4                         | 4                | 4                               | 4                 | -               |                   |
| CONSERVATIVE RESEARCH DEPT. |                     | T               | - 11   | i   | _           | 1    | 1                         | 1                | 1                               | i                 | -               | and states        |
| DIPLOMATIC MISSIONS (16)    |                     | 16              | -      | 16  | -           | 16   | 16                        | 16               | 16                              | 16                | -               | T gentled by t    |
| TCSC                        |                     | 5               | -      | 5   | -           | 5    | 5                         | 5                | 5                               | 5                 | -               |                   |
| SCOTLAND                    | -                   | 6               | -      | 6   | 0.811-0.56  | 6    | 6                         | 6                | 6                               | 6                 | -               |                   |
| PRESS GALLERY               | -                   | -               | 30     | 30  | -           | -    | 1                         | -                | -                               | -                 | -               |                   |
| ITN                         | 2                   | 2               | 16     | 2   | -           | 2    | 2                         | 2                | 2                               | 2                 | -               |                   |
| BBC TV                      | 2                   | 2               | 11     | 2   | -           | 2    | 2                         | 2                | 2                               | 2                 | -               |                   |
| BBC RADIO                   | 1                   | 2               | 1      | 2   | -           | 2    | 2                         | 2                | 2                               | 2                 | -               |                   |
| IRN                         | 1                   | 1               | 5      | 1   | Barris - A  | 1    | 1                         | 1                | 1                               | 1                 | -               | North Contraction |
| REUTERS                     | 1                   | 1               | -      | 1   | -           | 1    | 1                         | 1                | 1                               | 1                 | -               |                   |
| AP DOW JONES                | 1                   | 1               | 121-11 | 1   | - 25        | 1    | 1                         | 1                | 1                               | 1                 | -               |                   |
| PA                          | 1                   | - N             | -      | -   | -           | -    | -                         |                  | -                               | -                 | -               | the states        |
| PA (GALLERY)                | 1                   |                 | -      | -   | -           | -    | -                         | -                | -                               | -                 | -               |                   |
| FT                          | 1                   | 2               | -      | 2   | -           | 2    | -                         | 2                | 2                               | 2                 | -               |                   |
| ORACLE                      |                     | •               | 1      | 1   | -           | 1    | 1                         | 1                | 1                               |                   | -               |                   |
| LEEFAX                      | 1                   | 1               | 1      | 1   | -           | 1    | 1                         | 1                | 1                               | 1                 | - '             |                   |
| PARLIANENEARY SECTION       |                     | 2               | -      | L   | -           | 7    | 1                         | 7                | 1.1                             | 1                 | -               | 1                 |
| PRIME MINISTER (+Nº10)      | -                   | 6               | -      | 6   | -           | 6    | 6                         | 10               | 10                              | 6                 | 6               |                   |
| HMT MINISTERS (4)           | -                   | 4               | -      | 4   | 4           | 4    | 4                         | 4                | 4                               | 4                 | 4               |                   |
| SPEANER                     | -                   | 1               | -      | 1   | 1           | 1    | 1                         | 1                | 1                               | 1                 | -               | 1. 1. 1. 1.       |
| CHIEF WHIP                  | -                   |                 | -      | 1   | 1           | 1    | 1                         | 1                | 1                               | 1                 | ••              |                   |
| HMI OFFICIALS (19)          | -                   | 19              |        | 19  | 19          | 20*  | 19                        | 19               | 19                              | 19                | -               | * AN VEX III      |
| N. ICELAND OFFICE           | -                   | 1               | -      | 1   | 1           | 1    | 1                         | 1                | 1                               |                   | -               |                   |
| MC CATTUMIL TK              | -                   | 1               |        | 1   | 1           | 1    | 1                         | 1                | 1                               | 1                 | -               |                   |
| sil a frael - lte           | -                   |                 | -      | 1   | 1           | 1    | I                         | 1                | •                               | 1                 | -               |                   |
| CLEDIAL + LALLE (L)         | -                   |                 |        | 6   | v           | 6    | 6                         | 6                | 6                               | w                 | 1.              |                   |
| winno reason (r)            |                     | 6               | -      | 4   | *           | 6    | 4                         | 6                | 6                               | 6                 | -               |                   |
| sub-total (i)               | 13                  | 100             | 25     | 129 | 41          | 116  | 97                        | 109              | 103                             | 99                | 10              |                   |

|                                  | Sector Sector       |                 |           |          |             | 1    | MAN COLOR                 | Alexandra (              | THE AND AND AND AND             | Contraction of the |                 |                   |
|----------------------------------|---------------------|-----------------|-----------|----------|-------------|------|---------------------------|--------------------------|---------------------------------|--------------------|-----------------|-------------------|
| RECIPIENTS                       | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SECTIONED | SNAPSHOT | RESOLUTIONS | FSBR | CST<br>Summary<br>+ GUIDE | HMAT<br>PRESS<br>NOTICES | other dept.<br>Press<br>Notices | EPR<br>SUPPLEMENT  | CUDUET<br>BRLEF |                   |
| GRANK OF ENGLAND (6)             | -                   | 6               | -         | 6        | 6           | 6    | 6                         | 6                        | 6                               | 6                  | _               |                   |
| IDT (PRESS + CALLERS)            | -                   | 517             | -         | 547      | -           | 487  | 467                       | 623                      | 487                             | 573                | -               | •                 |
| RT. HON. T. HIGGINS MP           | -                   | 1               | -         | -        | -           | i    | 1                         | -                        | -                               | -                  | -               |                   |
| CHIER, AA, AK, AH + CR (5)       | -                   | S               | -         | 5        | S           | S    | S                         | 5                        | 5                               | 5                  | 5               |                   |
| SIMON WODDALL                    | •                   | -               | -         | -        | -           | -    | -                         | -                        | -                               | -                  | -               |                   |
| LEADER, HOUSE OF COMMONS         | -                   |                 | -         | -        | -           | 1    |                           | 6                        | -                               | -                  | -               |                   |
| leader, house of louds           | -                   | •               | -         | -        | -           | 1    | 1                         | -                        |                                 | -                  | -               |                   |
| EADER OF THE OPPOSITION          | -                   | 1               | -         | -        | 1000 - 1    | •    | 1                         | -                        | V -                             | -                  | -               | The second second |
| stradow chancellok               | -                   | 1               | -         | -        | -           | •    | 1                         | -                        |                                 | -                  | -               |                   |
| me p with mp                     | -                   |                 | -         |          | -           | 1    | 1                         | -                        | -                               | -                  | -               |                   |
| MR CHRISTOPHER (IR:F)            | -                   | 1               | -         | -        | -           | 1    | •                         | -                        | -                               | -                  | -               |                   |
| SIR W WARK MP                    | -                   | 1               | -         | -        | -           | 1    | •                         | -                        | -                               | -                  | -               |                   |
| MR R SHELDON MP                  | -                   | 1.0.1           | -         | -        | -           | 1    | •                         | -                        |                                 |                    | -               | 1.4 56 2.19       |
| me in Neufert me                 | -                   | •               | -         | -        | -           | 1    | 1                         | -                        | -                               | -                  | -               | 1213 34121        |
| MG T UNEL-JONES MP               | -                   | 1               | -         | -        | -           | -    | -                         | -                        | -                               | -                  | -               |                   |
| ACINE (HUL FIN, CH, CST, LAL UP) | - 1                 | 17              | -         | -        | -           | -    | -                         | -                        | -                               | -                  | -               |                   |
| HANSARD                          | -                   | 1               | -         | -        | -           |      | -                         | -                        | -                               |                    | -               | THE PARTY         |
| STET PRINTED ANDER OFFICE        | -                   | The Take        | -         | 1150     |             | -    | -                         | 1150                     | IISO                            | 1150               | -               |                   |
| TABLE OFFICE                     | -                   | 2               |           | 2        | 2           | 2    | 2                         | 2                        | 2                               | 2                  | -               |                   |
| LANKETER (WASHINGTON)            | •                   | 5.1             | -         | 3        | 3           | 3    | 3                         | 3                        | 3                               | 3                  | 1               | Sector Parts      |
| LOSTOCIC (BRUSSELS)              | -                   | 1               | -         | 3        | 3           | 4    | 3                         | 3                        | 3                               | 3                  | 1               |                   |
| DIRECTOR BIS. (New York)         | -                   |                 | -         | •        |             | 1    | 1                         | 1                        | 1                               | 1                  | 1               |                   |
| CRITISH EMBASSY , PARLS          |                     | 1               | -         | 1        | 1           | 1    | 1                         | 1                        |                                 | 1                  | I               |                   |
| UKDEL, DECD                      | -                   | 1               | -         | 1        | 1           | 1    | 1                         | 1                        |                                 | 1                  | 1               | The second        |
| HIC LIERARY                      |                     | 4               | -         | 4        | -           | 4    | 4                         | 4                        | 4                               | 4                  | -               |                   |
| HIL LIERARY                      | •                   | 4               | -         | 4        | -           | 4    | 4                         | 4                        | 4                               | 4                  | -               |                   |
| HTAT LIBRARY                     |                     |                 | •         | -        | •           | 25   | 87                        | -                        | -                               | -                  | -               | The same and      |
| BUTTEQUERTE                      |                     | -               | -         |          | 2           | -    | -                         | -                        | -                               | -                  | -               |                   |
| SUB-TOTAL (TI)                   |                     | 572             | -         | 1727     | 24          | 553  | 594                       | 1803                     | 1667                            | 1753               | 10              | Spaning section.  |
| SUD - TUTAL (1)                  | 13                  | 100             | 75        | 129      | 41          | 116  | 97                        | 109                      | 10,3                            | 99                 | 10              |                   |
| TATA:                            | 14                  | 177             | 75        | 1844     | 65          | 669  | 691                       | 1917                     | 1770                            | 1852               | 20              |                   |

## ANNEX II REQUIREMENTS : FROM SOURCE

| REQUIRED BY:           | Unstapued<br>Speech | WHOLE<br>SPEECH | SPEECH | SNAPSHOT | Resources | FSBR  | CST<br>SUMMARY<br>+ GULDE | HIMT<br>PRESS<br>NOTICES | other dept.<br>Priess<br>Notices | EPR  | BUD VET<br>BRIEF |       |
|------------------------|---------------------|-----------------|--------|----------|-----------|-------|---------------------------|--------------------------|----------------------------------|------|------------------|-------|
| CHANCELLOR'S OFFICE    | 13                  | 155             | 75     | 159      | 65        | 151   | 137                       | 139                      | 133                              | 129  | 20               | • • • |
| IDT                    | 1                   | 517             |        | 547      |           | 487   | 467                       | 623                      | 487                              | 573  |                  |       |
| PARLIAMENTARY SECTION  |                     |                 |        | 1150     |           |       |                           | 1150                     | 1150                             | 1150 |                  |       |
| FP                     |                     | 1               |        |          |           | 15 (W | al. 9 SPARE)              |                          |                                  | Pro  |                  |       |
| E6                     |                     |                 |        |          |           |       |                           |                          |                                  |      | 170              |       |
| hrat ubrary            |                     |                 |        |          |           | 25    | 87                        |                          |                                  |      | T                |       |
| TOTAL                  | 14                  | 672             | 75     | 1856     | 65        | 678   | 691                       | 1912                     | 1770                             | 1852 | 190              |       |
| supplied by:           |                     |                 | Riteri |          |           |       |                           |                          |                                  |      |                  |       |
| Chancellor's office    | 14                  | 155             | 75     | 159      |           |       |                           |                          |                                  |      |                  |       |
| HTASO (FP ORDER)       |                     |                 |        |          |           | 678   |                           |                          |                                  |      |                  |       |
| HMSO (GEP ORDER)       |                     |                 |        |          |           |       | 691                       |                          |                                  |      |                  |       |
| parliamentary coincel  |                     |                 |        |          | 65        |       |                           |                          |                                  |      |                  |       |
| HVAT COMMITTEE SECTION |                     | 517             |        | 1697     |           |       |                           | 1912                     | 1770                             |      | 170              |       |
| EE                     |                     |                 |        |          |           |       |                           |                          | Silth                            |      | 20               |       |
| MALAULAY PRESS         |                     |                 |        |          |           |       |                           |                          |                                  | 1852 |                  |       |
| TOTAL                  | 14                  | 672             | 75     | 1856     | 65        | 673   | 691                       | 1912                     | 1770                             | 1852 | 190              |       |

### ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE

PACKAGE A: SPEECH, SNAPSHOT, RESOLUTIONS FSBR, CST SUMMARY + GUIDE, HMTPN'S, OGDPN'S, EPR PACKAGE B: SPEECH, SNAPSHOT, FSBR

..

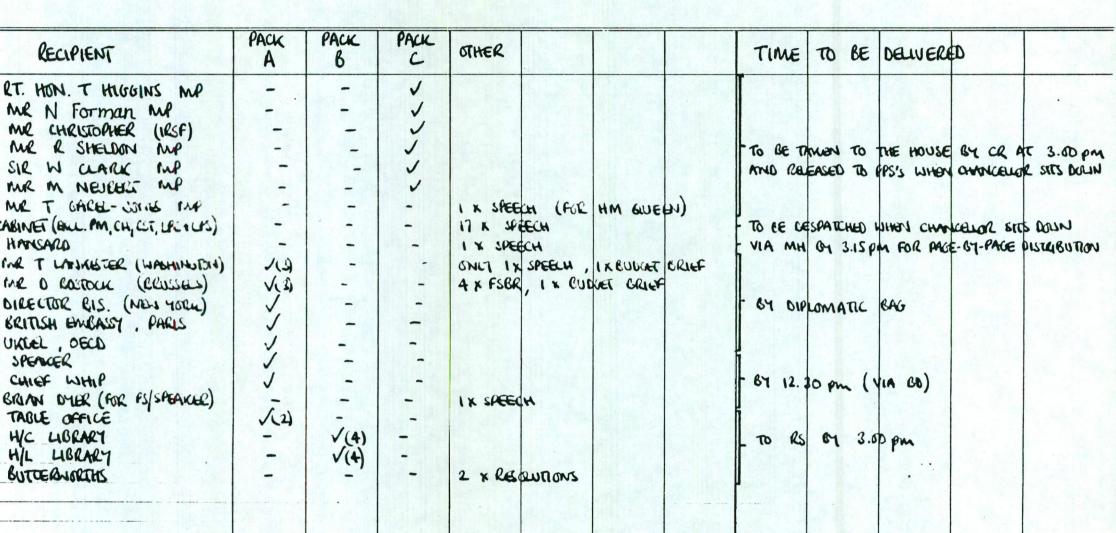
......

CST SUMMART + GUIDE, HMTPN'S OGDPN'S, EPR PACKAGE C: SPEECH, FSOR, CST SUMMART + GUIDE

| RECIPIENT                       | PAOX         | PACK        | Phik<br>C | OTHER  |                            | TIME TO BE CELIVERED                                |
|---------------------------------|--------------|-------------|-----------|--|----------------------------|---|
| NEDO                            |              | <b>√(3)</b> |           | 1. 1. 6  |                            | TO BE COLLECTED FROM ENQUICY ROOM AFTER SPEECH. 'X' |
| TUC                             | 1 - mil      | 1(3)        |           |  |                            |   |
| CBI MISS                        | - A          | 1(4)        |           | + 1 80   | SOLUTION                   | F IN ADVANCE VIA ME MOTION ME WINN OUDN             |
| CONSERVATIVE RELEARCH LEFT      | -            | Vj          | -         |  |                            | - SEE 'X' ACOVE                                     |
| AUSTRALIAN H.C.                 | 1 1 - 1 1 A  | 1           | -         |  |                            |   |
| NEW ZEALAND H.C.                |              | 1           | -         |  |                            |   |
| CANADIANI H.C.                  | 10.4         | 1           | -         | 111 12   |                            |   |
| JAPANESE EMILIUSY               |              |             | -         | 196-10   |                            |   |
| U.S. EMBASEY                    | -            | 1           |           |  |                            |   |
| FRENCH EMBASSY                  |              | 1           | -         |  |                            |   |
| W. GERMAN EMBASSY               | -            |             | -         |  |                            |   |
| LUXEMEDIRG BARASSY              | 27%          | 1           | -         |  |                            | IL IF 2 COLLECT PACKAGES FROM CHANCELORS OFFICE     |
| BELGIAN EMEASSY                 |              | 1           | -         |  |                            | AT 3.30 pm. IF 2 DELIVER TO ENGLIRY ROOM FOR        |
| DANISH ENDASSY                  | -            |             | -         |  |                            | COLLECTION WHEN THE CHARGELOR STTS DOWN             |
| EIRE EMEASSY                    | -            | 1           | -         |  |                            |   |
| ITALIAN BULASSY                 |              | 1           | -         |  |                            |   |
| GREEK BUCKESY                   | - 1- Tre 1 } |             | -         |  |                            |   |
| NERTERIATIOS WILHELY            | -            | 1           |           |  |                            |   |
| SPANISH OMEASSY                 | -            |             | - 44      |  |                            |   |
| PORTUGUESE EMCASSY              |              |             | -         |  |                            |   |
| TCSC                            | - 10         | 1 (5)       | -         |  |                            |   |
| SCOTLAND                        | -            | 1(6)        | -         |  |                            | TO K.S. BY 11.00 am                                 |
| pless gamery                    | -            | -           | -         | 30 X SECTI   | INED SPEECH, 30 x SNAPSHOT |   |
| PA GALLERT                      | -            | -           | 1-1-1     | I X UNS  |                            |   |
| ITN                             |              | -           | -         | 16 x SECTI   | oned speech, 2 x unstapled |   |
| WE TINSON, ITN BUDGE AD GAVANE  | -            |             | -         |  |                            | L TO BE LOWELTED FROM CHANGELLOR'S OFFICE AT        |
| LONOMILS ELITOR, CHANNEL 4      | Bur - (-)    |             | -         |  |                            | 2.50 pm FOR PAUE GY-PAUE CUSTRIBUTION AS            |
| BEL TV                          | · ·          | -           |           | II A SECTIO  | WED SPEECH, 2 X UNSTAPLED  | CHARICELLOR SHERKS. PACK'E'S TO BE HANDED           |
| roduces, bel evous projuknare   | - 11         | 1           | -         |  |                            | OVER AT END OF SPEECH                               |
| fines long, ble elonomics ecroc | 1.5          |             | -         |  |                            |   |
|                                 |              |             |           | The second s |                            |   |

t SIR P MIDCLETON (3×F5BR), SIR T BURNS (2×F5BR) MR J ANGON, SIR G LITTLER, MR GCholar MR GYATT, MR KEMP, MR A WILSON, HIGG Huelle MRCK elly (2×F5BP), MR MIMUL, MR CU MISS MEIRSON, MR RIG Allen MR Pick ford MISS C EVANS, MR CROPPER (3×F5BR), MR THRE MR M Call (2×F5BR)

|   |                |              | -      |   | TWIC M Call (2 K FSBK)   |
|---|----------------|--------------|--------|---|--|
| RECIPIENT   | PACK           | PACK         | PACK   | OTHER   | TIME TO BE DELIVERED   |
| BBC RADIO   | -              | -            |        | ILX SECTIONED SPEECH , IX UNSTAPLED                             |  |
| BBC ECONOMICS CORRESPONDENT                             | -              |              | -      |   |  |
| PRODUCER, PM BUDGET SPECIAL                             | he - he        | $\checkmark$ | -      |   |  |
| IRN   | -              | -            | -      | 5 x SECTIONED SPEECH, I X UNSTAPLED                             |  |
| ouglas moffit, economics ecutor                         | -              | 1            | -      |   |  |
| AUTERS  |                | -,           | -      | I & UNSTAPLED   |  |
| daind keepe, renters<br>ap dim jories                   |                |              | -      |   | TO BE COLLECTED FROM CHANGELOR'S OFFICE AT                         |
| ar gather, ap dow jones                                 | 1              | -/           |        | l k unstapled   | - 2.30 pm FOR MOR-BY-PAGE DISTRIBUTION AS                          |
| PA Newskoom   | 1              | Y            | _      | IN UNSTAFLED  | CHANCELLOR SPEAKS. PACK 'B'S TO BE HAMDED<br>OVER AT END OF SPEECH |
| FT NEWSROOM   | -              | - 10 M       | _      | I K UNSTAPLED   | WER AT AND OF SPEECH   |
| WID WALKER, NEWS EDITOR, FT                             | -              | <b>√(2)</b>  | -      |   |  |
| ORACLE  | -              |              | -      | IX SECTION SPEECH, IK UNSTAPLED                                 |  |
| ETER HALL, EDITOR, ORACLE                               | -              | 1            | -      |   |  |
| CEEFAX  |                | -,           |        | I & SECTIONIL SPEED, I & UNSTAPLED                              |  |
| AVID WILSON, MANALER TELETERT<br>RIME MINISTER (+ NOID) | 1              | 16)          | -      | A HUNDTON'S A CAN'S CHANGE CONT                                 |  |
| HER, AA, AK, AH + CR                                    | 1 (3)          | ~ ~          | -      | 4 A HMTPID'S, 4 X OGOTN'S, 6 X BUDGET GRIEF<br>S X BUDGET BRIEF |  |
| HMIT MINISTERS  | 1(4)           | Sec. 1       | -      | 2 x PSBR FOR EACH MINISTER                                      |  |
| hmt officials t   | 1 (18)         | -            | -      |   |  |
| N. IRELAND OFFICE                                       | 1              | -            | - 10 A | HALL LINE, HERE OF B  | BY 12.30 pm (AG TO AUTHORISE RELEASE)                              |
| WR A BATTISHILL -IR                                     | 1              | 5            | -      |   |  |
| sir a fraser - cte<br>Inland Revenue                    | 1 (1)          |              | 1.5    |   |  |
| austoins + Brase  | √ (6)<br>√ (6) | -            |        |   |  |
| CATIK OF ENGLAND  | 16)            | -            |        |   |  |
| EADER W/C (BIFFEN)                                      | -              | -            | 1      |   |  |
| LEALER HIL (WHITELAW)                                   | -              | -            | 1      |   | TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm                          |
| EALER, UPPOSITION (KINNOCK)                             | -              | -            | 1      |   | AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOLN                    |
| HADOW CHANCELLOR (HATTERSLEY)                           |                | -            | 1      |   |  |
|   | Section.       |              |        |   |  |



RESPONSIBILITIES FOR DISTRIBUTION : IDT

| RECIPIENT  | WHOLE                                     | SNAPSHOT                                  | FSBR                               | SUMMARY<br>+ GUIDE                         | HWAT<br>PRESS<br>NOTWES                   | PRESS<br>NOTICES                             | EPR   |  |  |
|--|---|---|------------------------------------|--|---|--|---|--|--|
| PRESS GALLERY<br>OVERSOPHS ROPS<br>FLEET ST. PRESS<br>NON - PRESS<br>DEPT'S PRESS OFFICES<br>HMT MAIL UST<br>IDT, SPARES, INCL. ENQURY COM<br>FFJG | 105<br>10<br>150<br>200<br>17<br>15<br>20 | 130<br>10<br>150<br>240<br>17<br>20<br>20 | 70<br>ISO<br>200<br>17<br>30<br>20 | 70<br><br>150<br>200<br>17<br><br>10<br>20 | 70<br>150<br>200<br>17<br>116<br>50<br>20 | 70<br>-<br>150<br>200<br>17<br>-<br>30<br>20 | 70<br>-<br>150<br>200<br>17<br>116<br>-<br>20 |  |  |
| TOTAL  | 517                                       | 547                                       | 487                                | 467  | 623                                       | 487  | 573   |  |  |
|  |   |   |                                    |  |   |  |   |  |  |
|  |   |   |                                    |  |   |  |   |  |  |

## RESPONSIBILITIES FOR DISTRIBUTION: PARLAMENTARY SECTION

| RECIPIENT                             |  |
|---------------------------------------|--|
| IS   SPEAKER<br>SPEAKER<br>CHIEF WHIP | I X SPEECH<br>PACK'A' TO BE GIVEN TO BD BY CHANCELLOR'S OFFICE       |
| JOURNAL OFFICE                        | 6 x FSBR - FROM FP<br>6 x CST SUMMARY + GUIDE - FROM ESTIMATES CLERK |
| TABLE OFFICE                          | 2 x PACK'A'  |
| VOTE + PRINTED PAPER OFFICE           | IISO X SNAPSHOT<br>IISO X HIMTEPN'S<br>IISO X EER SUPPLEMENT         |
| BUTTERNOCTAS                          | 2 x CESWEIGNS - FROM CHANCELLOR'S OFFICE                             |
| W/C UBRARY<br>W/L UBRARY              | An PACIL B<br>An PACIL B FROM CHOONCELLOR'S OFFICE                   |
|                                       |  |
|                                       |  |
|                                       |  |
|                                       |  |
|                                       |  |

## RESPONSIBILITIES FOR DISTRIBUTION : FP

|   |         |           |        |              |                    | 1          |  | Sec. Sec. |   | 442-5-5 | in the second second |
|---|---------|-----------|--------|--------------|--------------------|------------|--|-----------|---|---------|----------------------|
| RECIPIONT                                 |         | FSBR      | PACK B |              |                    |            |  |           |   |         | 4.00                 |
| PARLIAMONTARY S<br>FP (SPARE)<br>SCOTLAND | SECTION | 69-<br>15 | -      | FROM<br>FROM | HTMSO<br>CHANCELLO | r's office |  |           |   |         |                      |
|   |         |           |        |              |                    |            |  |           |   |         |                      |
|   |         |           |        |              |                    |            |  |           |   |         |                      |
|   |         |           |        |              |                    |            |  |           | - | R.      |                      |
|   |         |           |        |              |                    |            |  |           |   |         |                      |
|   |         |           |        |              |                    |            |  |           |   |         |                      |
|   |         |           |        |              |                    |            |  |           |   |         |                      |
|   |         |           |        |              |                    |            |  |           |   |         |                      |
|   |         |           |        |              |                    |            |  |           |   |         |                      |



...

FROM: MISS C EVANS DATE: 1**2** JANUARY 1988

MR S DAVIES MR J HIBBERD MISS SINCLAIR MRS BUTLER MR MOWL ccPrincipal Private SecretaryMr RileyPS/Chief SecretaryMr R I GPS/Financial SecretaryMr BottrPS/Paymaster GeneralMr HudsoPS/Economic SecretaryMiss SimpPS/Sir Peter MiddletonMr DyerPS/Sir Terence BurnsMr AllumMr ScholarMr BathMr Odling-SmeeMr DightMr CulpinMrs ThorMr PeretzMr KavanMr TurnbullMrs CranMr PickfordMr Scholar

Mr RIG Mr R I G Allen Mr Bottrill Mr Hudson Miss Simpson Mr Dyer Mr Allum Mr Rawlins Mr Dight Mrs Thorpe Mr Kavanagh - CSO Mrs Crane

#### **1988 BUDGET TIMETABLE**

I attach a draft timetable leading up to the Budget on 15 March. This is consistent with the MTFS timetable. Could you let me know of any amendments as soon as possible so that we can submit to the Chancellor before the end of the month. The meetings indicated have been inserted into the Chancellor's diary.

2. The main difference from last year's timetable is the reduction in the number of printer's proofs in order to reduce the time spent in circulating, checking and amending them. This year we envisage only 1 (not 2) proof stage before the book proof. This means that the FSBR chapters can be sent to the printer slightly later in the drafting process (thus reducing the need for resetting) and we can receive the book proofs earlier. The printers agree with this approach which worked well for the Autumn Statement. It will save time overall but it does mean that each chapter needs to be agreed with the Chancellor (subject of course to later information) <u>before</u> being sent to the printer. The timetable allows intervals between submitting drafts to the Chancellor and sending them to the printer to ensure that this is the case.

3. The timetable assumes that the style and layout of each chapter will be broadly similar to last year. If there are proposals for substantive changes to chapters (such as those under consideration for the Annex to Chapter 6) I should be grateful to be told so that we can consider the need to give the printers advance versions of new tables etc.

4. As usual Mrs Crane will transfer each chapter onto disc for the printer. I will be in touch with authors separately about the arrangements for this. Could authors contact Mr Kavanagh direct to ensure that the charts are ready for inclusion in the draft chapters submitted to the Chancellor.

5. As last year we have not inserted the Budget brief timetable but this can of course be done if EB would like.

(h-

MISS C EVANS

| CETABLE                 |                         |  |                    |
|-------------------------|-------------------------|--|--------------------|
| Week -6                 | CX DIARY & PARLIAMENT   | FSBR & BUDGET  | EXTERNAL EVENTS    |
| Monday<br>1 February    |                         | Chancellor's meeting on the Forecast<br>Overview 3   |                    |
| Tuesday<br>2 February   |                         | Chancellor's meeting on Budget<br>broadcast<br>Submission to Chancellor on MTFS<br>issues/assumptions/pre Budget<br>fiscal projections | Reserves published |
| Wednesday<br>3 February | TCSC PEWP: CST evidence |  |                    |
| Thursday<br>4 February  |                         | Chancellor's meeting on MTFS<br>issues etc   |                    |
| Friday<br>5 February    |                         |  |                    |

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| Week -5                  | CX DIARY & PARLIAMENT | FSBR & BUDGET                                     | EXTERNAL EVENTS |
|--------------------------|-----------------------|---|-----------------|
| Monday<br>8 February     |                       | Overview 4  |                 |
| Tuesday<br>9 February    | ECOFIN                | Draft paper for economic<br>Cabinet to Chancellor | PSBR (internal) |
| Wednesday<br>10 February |                       |   | RPI (internal)  |
| Thursday<br>11 February  | 1st Order             |   |                 |
| Friday<br>12 February    |                       | First Budget statement outline<br>to Chancellor   | RPI published   |
|                          |                       |   |                 |

| Week -4                  | CX DIARY & PARLIAMENT | FSBR & BUDGET   | EXTERNAL EVENTS                                     |
|--------------------------|-----------------------|---|---|
| Monday<br>15 February    |                       | Overview 5<br>Chancellor comments on Budget<br>statement outline<br>Paper for economic Cabinet circulated               |   |
| Tuesday<br>16 February   |                       | Briefing for economic Cabinet<br>to Chancellor<br>First draft of MTFS (early sections)<br>to Chancellor                 | PSBR published                                      |
| Wednesday<br>17 February |                       | Submission on 1987-88 and 1988-89<br>PSBR to Chancellor   |   |
| Thursday<br>18 February  |                       | Economic Cabinet<br>Chancellor's meeting on MTFS draft<br>(and target ranges)<br>First draft of Chapter 3 to Chancellor | Provisional money published<br>unemployment figures |
| Friday<br>19 February    |                       | Scorecard to Bank<br>First draft of Budget speech to Chancel  | llor  |



| Week -3                           | CX DIARY & PARLIAMENT | FSBR & BUDGET   | EXTERNAL EVENTS       |
|-----------------------------------|-----------------------|---|-----------------------|
| Monday<br>22 February             |                       | Overview 6<br>Chancellor's meeting on Chapter 3<br>Chapter 4 to Chancellor  |                       |
| Tuesday<br>23 February            |                       | Chancellor's meeting on Budget broadcas<br>Chancellor comments on Chapter 4 by no<br>Chapters 2, 6 to Chancellor  |                       |
| Wednesday<br>24 February          |                       | Chancellor comments on Chapters 2, 6 by<br>Submission to Chancellor on revised<br>MTFS assumptions<br>Chapter 5 to Chancellor<br>2nd draft of Chapter 4 to<br>Chancellor (if necessary) | y noon                |
| Thursday<br>25 February           |                       | Second draft of Chapter 6 to<br>Chancellor (if necessary)<br>Chancellor comments on Chapter 5 by 10<br>Chapter 1 to Chancellor<br>2nd draft of Chapter 3 to Chancellor                  | )am                   |
| Friday<br>26 February             |                       | Revised draft of MTFS to<br>Chancellor and Bank<br>Second draft of Budget statement<br>to Chancellor<br>Chapters 5 & 6 to printer<br>Report to Chancellor on PSBR                       | Full money (internal) |
| Saturday/Sunday<br>27-28 February |                       | Chancellor works on Eudget statement  |                       |

| Week -2               | CX DIARY & PARLIAMENT | FSBR & BUDGET  | EXTERNAL EVENTS      |
|-----------------------|-----------------------|--|----------------------|
| Monday<br>29 February |                       | Overview 7<br>Submission to Chancellor on post-Budget<br>fiscal projections<br>Chancellor's Office circulate<br>revised Budget statement<br>Chapter 4 to printer | Full money published |
| Tuesday<br>1 March    |                       | Draft minute to PM on Budget<br>proposals to Chancellor<br>Chapter 3 to printer  | Reserves (internal)  |
| Wednesday<br>2 March  |                       | Chancellor's meeting with HMT and<br>separately Bank on MTFS<br>Chapters 1, 2 to printer<br>1st proof of Chapters 4, 5, 6<br>from printer to Chancellor          | Reserves published   |
| Thursday<br>3 March   |                       | Chancellor minutes FM on Budget<br>proposals<br>Chancellor comments on Chapters<br>4, 5, 6 by noon   |                      |
| Friday<br>4 March     |                       | lst proof of Chapters 1, 2, 3<br>from printer & to Chancellor<br>Revised Budget speech to Chancellor<br>Revised Chapter 2 to Chancellor                          |                      |
| S day/Sunday          |                       |  |                      |

Senday/Sunday 5-March

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Chancellor works on Budget statement

| Week -1                 | CX DIARY & PARLIAMENT | FSBR & BUDGET   | EXTERNAL EVENTS  |
|-------------------------|-----------------------|---|--|
| Monday<br>7 March       | ECOFIN                | Chancellor comments on Chapters<br>1, 2, 3 by noon<br>Chancellor's office circulate<br>revised version of Budget Statement<br>Chapters 4, 5, 6 to printers  |  |
| Tuesday<br>8 March      |                       | Draft minute to PM on MTFS to Chance<br>Chapters 1, 2 to printers<br>Draft EPR supplement to Chancellor<br>Draft notes for Queen & overseas<br>posts to Chancellor  | ellor  |
| Wednesday<br>9 March    |                       | Chancellor comments on EPR,<br>notes for Queen & posts<br>Submission on list and presentation<br>of press notices to Chancellor<br>Chapter 3 to printers<br>Submission on 1988-89 PSBR to Chance  | PSBR internal<br>1987 GDP 1st estimate - internal<br>ellor |
| Thursday<br>10 March    | lst Order             | Chancellor minutes PM on MTFS<br>EPR supplement to printer<br>Chapters 4, 5 6 Book proofs returned<br>from printer by noon and to Chancellor  |  |
| Friday<br>11 March      |                       | Final draft of Budget statement<br>to Chancellor<br>EPR proof to Chancellor<br>Copy of Budget statement to PM<br>Telegram for overseas posts: final<br>draft to Chancellor<br>Note for Queen: final draft to Chancell<br>Final version of Budget broadcast to Ch<br>Chapters 1, 2, 3 Book proofs returned<br>from printer by noon & to Chancellor |  |
| Saturday<br>12<br>Perch |                       | Chancellor comments on EPR proof<br>am FSBR checked in EMT<br>by noon FSBR & EPR proofs to printer<br>Chancellor finalises Budget statement   |  |

| Week 0                | CX DIARY & PARLIAMENT | FSBR & BUDGET                              | EXTERNAL EVENTS                |
|-----------------------|-----------------------|--|--------------------------------|
| Monday<br>14 March    | Audience with Queen   | Budget speech copied<br>FSBR read at press |                                |
| Tuesday<br>15 March   | Budget Day            | FSBR published                             |                                |
| Wednesday<br>16 March | Budget debate         |  | PSBR published                 |
| Thursday<br>17 March  | Budget debate         |  | Unemployment figures published |
| Friday<br>18 March    |                       |  |                                |
|                       |                       |  |                                |
|                       |                       |  |                                |
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CUNFIDENTIAL

FROM: MISS C EVANS DATE: 1**3** JANUARY 1988

MR S DAVIES MR J HIBBERD MISS SINCLAIR MRS BUTLER MR MOWL ccPrincipal Private Secretary<br/>PS/Chief SecretaryMr Riley<br/>Mr R I G<br/>PS/Financial SecretaryPS/Financial SecretaryMr Bottri<br/>PS/Paymaster General<br/>PS/Economic SecretaryPS/Economic SecretaryMr Siss Simp<br/>PS/Sir Peter MiddletonPS/Sir Peter MiddletonMr Dyer<br/>Pyr<br/>PS/Sir Terence BurnsMr ScholarMr Rawli<br/>Mr Odling-SmeeMr CulpinMrs Thor<br/>Mrs Thor<br/>Mr PeretzMr TurnbullMrs Cram<br/>Mrs Cram<br/>Mr Pickford

Mr R I G Allen Mr Bottrill Mr Hudson Miss Simpson Mr Dyer Mr Allum Mr Rawlins Mr Dight Mrs Thorpe Mr Kavanagh - CSO Mrs Crane

#### **1988 BUDGET TIMETABLE**

I attach a draft timetable leading up to the Budget on 15 March. This is consistent with the MTFS timetable. Could you let me know of any amendments as soon as possible so that we can submit to the Chancellor before the end of the month. The meetings indicated have been inserted into the Chancellor's diary.

2. The main difference from last year's timetable is the reduction in the number of printer's proofs in order to reduce the time spent in circulating, checking and amending them. This year we envisage only 1 (not 2) proof stage before the book proof. This means that the FSBR chapters can be sent to the printer slightly later in the drafting process (thus reducing the need for resetting) and we can receive the book proofs earlier. The printers agree with this approach which worked well for the Autumn Statement. It will save time overall but it does mean that each chapter needs to be agreed with the Chancellor (subject of course to later information) <u>before</u> being sent to the printer. The timetable allows intervals between submitting drafts to the Chancellor and sending them to the printer to ensure that this is the case.

3. The timetable assumes that the style and layout of each chapter will be broadly similar to last year. If there are proposals for substantive changes to chapters (such as those under consideration for the Annex to Chapter 6) I should be grateful to be told so that we can consider the need to give the printers advance versions of new tables etc.

4. As usual Mrs Crane will transfer each chapter onto disc for the printer. I will be in touch with authors separately about the arrangements for this. Could authors contact Mr Kavanagh direct to ensure that the charts are ready for inclusion in the draft chapters submitted to the Chancellor.

5. As last year we have not inserted the Budget brief timetable but this can of course be done if EB would like.

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MISS C EVANS

| CETABLE<br>Week -6      | CX DIARY & PARLIAMENT   | FSBR & BUDGET  | EXTERNAL EVENTS    |
|-------------------------|-------------------------|--|--------------------|
| Monday<br>1 February    |                         | Chancellor's meeting on the Forecast<br>Overview 3   |                    |
| Tuesday<br>2 February   |                         | Chancellor's meeting on Budget<br>broadcast<br>Submission to Chancellor on MTFS<br>issues/assumptions/pre Budget<br>fiscal projections | Reserves published |
| Wednesday<br>3 February | TCSC PEWP: CST evidence |  |                    |
| Thursday<br>4 February  |                         | Chancellor's meeting on MTFS<br>issues etc   |                    |
| Friday<br>5 February    |                         |  |                    |

| Week -5                  | CX DIARY & PARLIAMENT | FSBR & BUDGET                                     | EXTERNAL EVENTS |
|--------------------------|-----------------------|---|-----------------|
| Monday<br>8 February     |                       | Overview 4  |                 |
| Tuesday<br>9 February    | ECOFIN                | Draft paper for economic<br>Cabinet to Chancellor | PSBR (internal) |
| Wednesday<br>10 February |                       |   | RPI (internal)  |
| Thursday<br>11 February  | 1st Order             |   |                 |
| Friday<br>12 February    |                       | First Budget statement outline<br>to Chancellor   | RPI published   |

| Week -4                  | CX DIARY & PARLIAMENT | FSBR & BUDGET   | EXTERNAL EVENTS                                     |
|--------------------------|-----------------------|---|---|
| Monday<br>15 February    |                       | Overview 5<br>Chancellor comments on Budget<br>statement outline<br>Paper for economic Cabinet circulated               |   |
| Tuesday<br>16 February   |                       | Briefing for economic Cabinet<br>to Chancellor<br>First draft of MTFS (early sections)<br>to Chancellor                 | PSBR published                                      |
| Wednesday<br>17 February |                       | Submission on 1987-88 and 1988-89<br>PSBR to Chancellor   |   |
| Thursday<br>18 February  |                       | Economic Cabinet<br>Chancellor's meeting on MTFS draft<br>(and target ranges)<br>First draft of Chapter 3 to Chancellor | Provisional money published<br>unemployment figures |
| Friday<br>19 February    |                       | Scorecard to Bank<br>First draft of Budget speech to Chancel  | llor  |

| Week -3                         | CX DIARY & PARLIAMENT | FSBR & EUDGET  | EXTERNAL EVENTS  |
|---------------------------------|-----------------------|--|------------------|
| Monday<br>22 February           |                       | Overview 6<br>Chancellor's meeting on Chapter 3<br>Chapter 4 to Chancellor   |                  |
| Tuesday<br>23 February          |                       | Chancellor's meeting on Budget broadcast<br>Chancellor comments on Chapter 4 by noon<br>Chapters 2, 6 to Chancellor  |                  |
| Wednesday<br>24 February        |                       | Chancellor comments on Chapters 2, 6 by noon<br>Submission to Chancellor on revised<br>MTFS assumptions<br>Chapter 5 to Chancellor<br>2nd draft of Chapter 4 to<br>Chancellor (if necessary) |                  |
| Thursday<br>25 February         |                       | Second draft of Chapter 6 to<br>Chancellor (if necessary)<br>Chancellor comments on Chapter 5 by 10am<br>Chapter 1 to Chancellor<br>2nd draft of Chapter 3 to Chancellor                     |                  |
| Friday<br>26 February           |                       | Revised draft of MTFS to Full n<br>Chancellor and Bank<br>Second draft of Budget statement<br>to Chancellor<br>Chapters 5 & 6 to printer<br>Report to Chancellor on PSBR                     | noney (internal) |
| Sorday/Sunday<br>27-28 February |                       | Chancellor works on Budget statement   |                  |

| Week -2               | CX DIARY & PARLIAMENT | FSBR & BUDGET  | EXTERNAL EVENTS      |
|-----------------------|-----------------------|--|----------------------|
| Monday<br>29 February |                       | Overview 7<br>Submission to Chancellor on post-Budget<br>fiscal projections<br>Chancellor's Office circulate<br>revised Budget statement<br>Chapter 4 to printer | Full money published |
| Tuesday<br>1 March    |                       | Draft minute to PM on Budget<br>proposals to Chancellor<br>Chapter 3 to printer  | Reserves (internal)  |
| Wednesday<br>2 March  |                       | Chancellor's meeting with HMT and<br>separately Bank on MTFS<br>Chapters 1, 2 to printer<br>1st proof of Chapters 4, 5, 6<br>from printer to Chancellor          | Reserves published   |
| Thursday<br>3 March   |                       | Chancellor minutes PM on Budget<br>proposals<br>Chancellor comments on Chapters<br>4, 5, 6 by noon   |                      |
| Friday<br>4 March     |                       | lst proof of Chapters 1, 2, 3<br>from printer & to Chancellor<br>Revised Budget speech to Chancellor<br>Revised Chapter 2 to Chancellor                          |                      |
| Saturday/Sunday       |                       |  |                      |

5-6 March

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Chancellor works on Eudget statement

| Week -1              | CX DIARY & PARLIAMENT | FSBR & BUDGET   | EXTERNAL EVENTS  |
|----------------------|-----------------------|---|--|
| Monday<br>7 March    | ECOFIN                | Chancellor comments on Chapters<br>1, 2, 3 by noon<br>Chancellor's office circulate<br>revised version of Budget Statement<br>Chapters 4, 5, 6 to printers  |  |
| Tuesday<br>8 March   |                       | Draft minute to PM on MTFS to Chanc<br>Chapters 1, 2 to printers<br>Draft EPR supplement to Chancellor<br>Draft notes for Queen & overseas<br>posts to Chancellor   | ellor  |
| Wednesday<br>9 March |                       | Chancellor comments on EPR,<br>notes for Queen & posts<br>Submission on list and presentation<br>of press notices to Chancellor<br>Chapter 3 to printers<br>Submission on 1988-89 PSBR to Chance  | PSBR internal<br>1987 GDP 1st estimate - internal<br>ellor |
| Thursday<br>10 March | 1st Order             | Chancellor minutes PM on MTFS<br>EPR supplement to printer<br>Chapters 4, 5 6 Book proofs returned<br>from printer by noon and to Chancellor  |  |
| Friday<br>11 March   |                       | Final draft of Budget statement<br>to Chancellor<br>EPR proof to Chancellor<br>Copy of Budget statement to PM<br>Telegram for overseas posts: final<br>draft to Chancellor<br>Note for Queen: final draft to Chancell<br>Final version of Budget broadcast to Cl<br>Chapters 1, 2, 3 Book proofs returned<br>from printer by noon & to Chancellor |  |
| Saturday<br>12 March |                       | Chancellor comments on EPR proof<br>am FSBR checked in HMT<br>by noon FSBR & EPR proofs to printer<br>Chancellor finalises Budget statement   |  |

| Week 0                | CX DIARY & PARLIAMENT | FSBR & BUDGET                              | EXTERNAL EVENTS                |
|-----------------------|-----------------------|--|--------------------------------|
| Monday<br>14 March    | Audience with Queen   | Budget speech copied<br>FSBR read at press |                                |
| Tuesday<br>15 March   | Budget Day            | FSBR published                             |                                |
| Wednesday<br>16 March | Budget debate         |  | PSBR published                 |
| Thursday<br>17 March  | Budget debate         |  | Unemployment figures published |
| Friday<br>18 March    |                       |  |                                |
| •                     |                       |  |                                |

913/043/alr

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TVILLIS Comments taken on Board

FROM: MRS T C BURNHAMS DATE: 27 January 1988 Miss Evans CC

### MR DIGHT

Thank you for sending me the first draft of the Aide Memoire. This reply covers both mine and Carys Evans' comments. I am sorry not to have met your deadline but it was necessary to agree the printing timetable first. Most of the amendments made below are connected with the printing schedule. I also take account of suggestions made in last year's Budget post mortem.

a. Item 16 second line should read -

/ "about detailed arrangements for production of Press Notices and clearance of post Budget Statements".

b. Item 20 replace FP by TB

c. Item 32 amend to read

Book proofs for Chapters 4, 5 and 6 to Chancellor CE"

/ d. Item 33 should be moved to 9 March

e. A new item should be added on Friday 11 March -

✓ "Book proofs for Chapters 1, 2 and 3 to Chancellor CE"

f. Item 38 to read "Final version of summary for Queen RC" and overseas posts submitted to Chancellor

Item 49 to read "Chancellor comments on FSBR book g. proofs. Proofs returned to printer by noon CE"

# CONFIDENTIAL

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h. Item 54 add Mr Odling Smee to list of officials to get speech.

/ i. Item 83 could be deleted as it is superfluous

j. Item 119 delete TB from action

k. item 121 RC should read RA

I. Annex III add Mr Odling Smee to list of officials who get package A.

Finally you might like to standardise your list of names by adding my Christian name!

Terre Bul

MRS T C BURNHAMS



RM10

#### RESTRICTED



FROM: A A DIGHT DATE: 23 February 1988

MR A C S ALLAN MR TAYLOR MISS WALLACE MR HUDSON MRS THORPE MR TAYLOR MR LYONS MISS MURPHY MRS SPRAGG MRS R MODOS MISS RUTTER MS EVEREST PHILLIPS MR HEYWOOD MISS FEEST MR BARNES MR WESTHEAD MR JUDGE MRS CHADWICK MR SARGENT MR MONCK MR LANKESTER MR CULPIN MR TURNBULL MR ODLING-SMEE MISS C EVANS MRS BURNHAMS MR MICHIE MR K SEDGWICK MR PICKFORD MISS SIMPSON MS L HOOSON MR R I G ALLEN MR BUSH

MR GUNTON MR FLITTON MR R EVANS MISS E EDWARDS MR P EDWARDS MR DYER MR R SAVAGE MR G HAYDON MS F BOGAN MR HOUMANN MRS J DALY MR N FRAY MISS M FINNEGAN MISS K RUSSELL MRS P WILKINS MISS S WALLIS MR A NICHOLLS MR T DAVIES MR D SAVAGE MR C KNIGHT MR PORTEOUS MR RAWLINGS MR M RALPH MISS TITMUSS MR CROPPER MR TYRIE MR CALL

MR N FORMAN MP H/C PS/INLAND REVENUE PS/CUSTOMS AND EXCISE

#### **1988 BUDGET AIDE MEMOIRE**

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I attach this year's Aide Memoire. Many thanks to those who contributed to it.

Ardlight

A A DIGHT

### **1988 BUDGET AIDE MEMOIRE**

| AA  | Alex Allan      | (4330) |
|-----|-----------------|--------|
| JT  | Jonathan Taylor | (4519) |
| MW  | Moira Wallace   | (5004) |
| AH  | Andrew Hudson   | (5021) |
| JTH | Julie Thorpe    | (5011) |
| AD  | Anthony Dight   | (5012) |
| PT  | Paul Taylor     | (5014) |
| TL  | Tony Lyons      | (5013) |
| SM  | Sarah Murphy    | (5015) |
| PS  | Pat Spragg      | (5167) |
| RM  | Rosa Modos      | (5168) |
| RC  | Robert Culpin   | (4419) |
| CE  | Carys Evans     | (5170) |
| TB  | Teresa Burnhams | (5179) |
| KS  | Kevin Sedgwick  | (5169) |
| SP  | Steven Pickford | (4549) |
| JS  | Judith Simpson  | (5211) |
| LH  | Lourie Hooson   | (5208) |
| RA  | Richard Allen   | (4420) |
| HB  | Harry Bush      | (5252) |
| MG  | Michael Gunton  | (5187) |
| JF  | John Flitton    | (5188) |
| RE  | Richard Evans   | (5245) |
| EE  | Eleanor Edwards | (5251) |
| PE  | Peter Edwards   | (5248) |
| BP  | Brian Porteous  | (4830) |
| RR  | Rod Rawlings    | (4889) |
| DS  | David Savage    | (5546) |
| PC  | Peter Cropper   | (4359) |
| СТ  | Chris Titmuss   | (4840) |
| BD  | Brian Dyer      | (4520) |
| RS  | Richard Savage  | (5006) |
| TJD | Tony Davies     | (5163) |
|     |                 |        |

RESTRICTED

|        |  | ACTION          |
|--------|--|-----------------|
| Prepa  | ration in weeks before the Budget  |                 |
| (1)    | Arrange audience of The Queen with her Private Secretary<br>Clear date of Budget with No.10 (checking that there are no State<br>Visits, Archbishop's enthronements etc).  | JTH/MW<br>TB/AA |
| (2)    | Check with Speaker on allocation of guest seats available.   | JTH/MW          |
| (3)    | Consult Chancellor on distribution of seats. Make arrangements<br>for collection of tickets for Speaker's Gallery and under the<br>Gallery. Inform other guests of arrangements for collecting the<br>tickets for Distinguished Stranger's Gallery and Speaker's Gallery<br>(East).  | JTH/MW          |
| (4)    | Arrange for sufficient 1075 machines, stocks of paper <u>and a</u> <u>mechanic on call</u> to be available from Saturday before Budget Day.  | AD/RR           |
| (5)    | Arrange for TV Broadcast, in conjunction with Chief Whip's Office.<br>Discuss arrangements for TV Broadcast with the BBC.  | RA/JF           |
| (6)    | Arrange for members of Chancellor's Registry and volunteers from<br>other Private Offices' clerks, if required, to be available to collate<br>papers on weekend of 12/13 March and on Budget Day. (For IDT as<br>well).<br>Check with EOG (David Lodge) for overnight accomodation to be<br>provided.  | AD              |
| (7)    | Submit publicity arrangements to Chancellor.   | RA              |
| (8)    | Make arrangements for providing Press Gallery (P.A.), P.A.<br>Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle,<br>Ceefax and Financial Times with Speech section by section (see<br>item 90).   | AD/JF           |
| (9)    | Arrangements for laying of White Papers, etc.  | BD              |
| (10)   | Circulate roster of Ministers covering Treasury Bench and officials<br>covering official box (or available on the 'phone) for Budget<br>Statement, remainder of Budget Day and three days of subsequent<br>Debate. (Note that Ministers are required for T.V. Broadcasts.)   | MW              |
| 16 Sit | ting Days before Budget Day  |                 |
| (11)   | Contact Mr Forman to confirm that a Member will sleep overnight<br>in the Conference Room adjacent to the Public Bill Office (Whips<br>Office provide a put-u-up) so that notice of a Ten Minute Rule Bill<br>can be handed in immediately the Public Bill Office opens (circa<br>10.00am) the following morning <u>Tuesday</u> , 23 February. | BD/Nigel Forman |
| Two v  | veeks before Budget Day  |                 |
| (12)   | Seek Chancellor's wishes as to speakers in Debate; inform them and   | AA/RA           |

(12) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements.

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- (13) MG to organise arrangements for Budget Box photograph. Budget box to be collected from Office Services.
- (14) Draft of T.V. Broadcast to be produced and circulated for comment.
- (15) TB co-ordinate along with PE, BD and MW, letter to Departments and Departments' Chief Press Officers (PE to provide names of Chief Press Officers) "about detailed arrangements for production of Press Notices and clearance of post Budget Statements" including number required (see Annexes). TB send similar note to Treasury Divisions and Revenue Departments. Letter to give deadline for arrival of PN's (midday Friday 11 March). EB to get advance copies of PN's. (TB to confirm number of PNs expected per Department).

#### (Inland Revenue PN's to arrive no later than 10.00am on Sunday 13 March)

(16) Prepare addressed envelopes or labels for those listed below under Items 18,90,97,98,102,104,120,121,122.

#### Week before Budget

- (17) Budget Box photograph at HMT. (Thursday 10 March).
- (18) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution, CST Summary & Guide, EPR Supplement, Press Notices and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- (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<br>and               |
|     | TUC (636 4030)  | )any Press Notices + 1 Resolution<br>for CBI         |
|     | NICG (235 2020) |  |

Conservative Research Dept (222 9000)

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liasing with CBI for collection of package).

(b) TL to arrange with IF2 Division (DS) to collect for issue after Budget Speech sets of 1 copy of each of the above documents to Australian and New Zealand High Commissions, EEC Diplomatic Missions, US Embassy, Canadian High Commission and Japanese Embassy (22 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

(c) RR to arrange shuttle flight for K Sedgwick to take package(s) to Scotland.

MG/PE

AH

SP/TB/PE/MW/BD

MG

Chancellor's

Office

AD

TL/DS



| (19)    | TB confirm with Parliamentary Counsel's Office, IR, C&E,<br>Treasury Divisions and other Departments for correct number of<br>copies of Resolutions, Command Papers and any Press Notices to<br>be delivered to AD and RR in CRU as appropriate (see Annex) by<br>midday on Friday 11 March at the latest. TB to arrange for<br>correct number of copies of FSBR to be delivered by 9.00 a.m. on<br>Tuesday 15 March. | TB       |
|---------|---|----------|
| (20)    | Check with FP/GE & MW precisely which documents will be in<br>Budget package (eg. any Command Papers), and let RR know.   | AD/RR    |
| (21)    | AD to check despatch arrangements with Foreign Office (May<br>Gibson 210-6128) for guidance telegram to overseas posts on<br>Budget Day.  | AD       |
| (22)    | All offices to inform RR of requirements for messengers, security<br>guards and vans. RR to send reminder to offices asking them of<br>their requirements.  | RR       |
| (23)    | BD to write to Vote and Printed Paper office concerning<br>embargoes to be observed on the FSBR and related documents.  | BD       |
|         | Tuesday 8 March   |          |
| (24)(A) |   | PC/EB/FP |
| (B)     | Draft EPR Supplement to Chancellor.   | RA       |
| (C)     | Draft notes for Queen and overseas posts to Chancellor.   | RC       |
|         | Wednesday 9 March   |          |
| (25)    | EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).   | EB       |
| (26)    | FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.  | FP       |
| (27)    | 2nd Proof of FSBR from printer and to Chancellor.   | CE       |
|         |   |          |
| (20)    | Thursday 10 March   | AA/RA    |
| (28)    | Inform IDT of likely length of Speech.  | AA/ KA   |
| (29)    | Contact Cannon Row Police Station to ensure crowds are allowed<br>to congregate behind barrier opposite No.11 for benefit of<br>photographers when he leaves for the House. (Clear with No.10<br>security co-ordinator)   | MG       |
| (30)    | EPR Supplement to printer   | EE/PE    |
| (31)    | EB to receive Chancellor's comments on drafts of key briefs.<br>Meeting if necessary.   | AA/EB    |
| (32)    | Draft of Backbenchers' Brief to Chancellor.   | PC       |
| (02)    |   |          |
| (33)    | 2nd Proof of FSBR returned to printer.  | CE       |

### Friday 11 March

| (34)    | Work as necessary to produce final version of speech.   | AA              |
|---------|---|-----------------|
| (35)    | Send copy of latest draft of Speech to PM if Chancellor wishes.   | AA              |
| (36)    | RE to submit draft Snapshot to Chancellor's Office having cleared with FP and EB (to be shown to Chancellor).   | CE/EB/RE        |
| (37)    | Finalise arrangements with BBC for TV Broadcast.  | JF              |
| (38)    | Final version of summary for The Queen and overseas posts submitted to Chancellor.  | RC              |
| (39)    | EPR proof to Chancellor   | RA              |
| (40)    | Submit final draft of TV broadcast if available.<br>Chancellor's Budget Broadcast meeting. (If necessary).  | AH              |
| (41)    | Check with AA whether any other Ministers or officials are to<br>receive advance copies of Budget documents other than those at<br>Annex.   |                 |
| (42)    | Check arrangements for despatch of overseas copies of speech etc. with the FCO. (see item 120).   | AD              |
| (43)    | Chancellor's comments on backbenchers' Brief to Special Advisers.   | AA/PC           |
| (44)    | Check catering and sleeping arrangements for Chancellor's office<br>for 11 and 14 March.  | AD/RR           |
|         |   |                 |
| (45)    | JTH to check with BD to ascertain timing of main speakers in<br>Budget Debate, and leave time free in the Chancellor's diary so<br>that he may (if he wishes) listen to the main speakers.  | JTH/BD          |
| (46)    | JTH to co-ordinate Chancellor's meeting with the Backbench Finance Committee  | JTH             |
| (47)    | Check arrival of press notices against numbers expected (see<br>Annex). Issue required numbers to AD and Committee Section in<br>accordance with list in Annex.   | Comm Section/AD |
|         |   | SATURDAY-MONDAY |
| Saturda | y 12 March/Sunday 13 March  |                 |
| (48)    | Collation of Press Notices by Committee Section and volunteers<br>(NB 1150 collated sets of the Budget Snapshot, the EPR<br>Supplement and related Treasury and other Departmental PNs are<br>required by Parliamentary Section). | BP/RR           |
| (49)    | FSBR Book proofs checked in HMT, returned to printer by NOON.   | CE              |
| (50)    | Chancellor: photo-call.   | MG              |
|         |   |                 |

| (51)  | Type Snapshot on A4 paper.  | IDT/EB                 |
|-------|---|------------------------|
| (52)  | EPR proof to printer (with Chancellor's comments), by Noon.   | EE/PE                  |
| (53)  | Press Officers in office on Sunday morning to read available<br>Budget material.  | Press Officers         |
| (54)  | Mr Cropper has Backbenchers' Brief checked for factual accuracy by EB.  | PC/EB                  |
| (55)  | Send speaking copy and spare to Chancellor.   | AD                     |
| Monda | y 14 March  |                        |
| (56)  | 8.00 a.m. CE sign off final FSBR proof.<br>IDT sign off EPR proof   | CE<br>EE               |
| (57)  | Collect Budget Box from IDT.  | AD/PE                  |
| (58)  | See item 79 - phone C&E, IR, B of E.  | TL                     |
| (59)  | MW to confirm with Tony Davies that he will be available in<br>Speakers Yard to greet Chancellor and Mrs Lawson and show latter<br>to her seat, and to thereafter go to Chancellor's PPS's room to<br>guard over copies (see item 102) while Budget Speech is in<br>progress. | TJD/MW                 |
| (60)  | Chancellor's Office to receive from EB 2 copies of near-final draft of Brief during course of day.  | LH                     |
| (61)  | Mr Evans gives Chancellor's Office 2 copies of near-final draft of<br>Snapshot during course of day.  | RE                     |
| (62)  | Confirm likely length of speech with IDT to guide radio/TV.   | AA/RA                  |
| (63)  | By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary.  | AA/PS                  |
| (64)  | Check any corrections section by section.   | Chancellor's<br>Office |
| (65)  | Evening - either obtain confirmation from Chancellor that Speech<br>can be regarded as final or amend speaking copy in accordance<br>with his instructions. <u>Text must be finalised</u> .   | AA/PS                  |
| (66)  | Final check of Backbenchers' Brief by EB.   | PC/EB                  |
| (67)  | Produce index for speech.   | Chancellor's           |
| (68)  | Chancellor due at Buckingham Palace. (6.15pm)   | Office<br>JTH          |
| (69)  | Chancellor's Office receive Snapshot from RE for checking.  | RE                     |
| (70)  | Check that CST Summary and Guide, Resolutions and EPR<br>Supplement have arrived in Chancellor's Office.  | AD                     |
| (71)  | Advisers re-submit Backbenchers' Brief to Chancellor for final  | PC/AA                  |



- (72) Final check of Snapshot before collating.
- (73) CRU roll off 170 copies of Budget Brief.
- (74) Photocopy 36 copies of final text for
  - Chancellor
  - Prime Minister
  - Other Treasury Ministers (4) See Annex
  - Officials and Advisers (22)
  - Private Secretaries (6, including AH)
  - 2 copies for CH/EX's office
- (75) CX's office rolls off 140 copies of compact speech, 80 copies section by section and 18 unstapled sets. CRU rolls off 1750 copies of snapshot.
- (76) 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.

#### BUDGET DAY: 15 March

and Ceefax.

| (77)  | 0845: Chancellor (+ family) photocall in St James' Park  | MG       |
|-------|--|----------|
| (78)  | Tabling of Budget Resolutions by Parliamentary Counsel.  | FP       |
| (79)  | As soon as final version of brief is available let <u>PS/IR, PS/C&amp;E</u> and <u>BofE</u> know so that they can send a messenger to <u>collect</u> . (Brief may not be ready until very late).   | ΛD       |
| (80)  | Order taxis to take AH & TL with speech sections to House at 3.00 pm.  | TL       |
| (81)  | 10.00 am: TB to check that FSBR has arrived.   | ТВ       |
| (8 2) | 10.00 am: JF to supervise BBC team at No.11 for TV Broadcast   | JF       |
| (83)  | 10.30 a.m.: Budget Cabinet (time to be confirmed).   | JTH      |
| (84)  | RE to "mark up" (sideline) final version of speech   | HB/RE    |
| (85)  | EB to double-check headlined version of the speech.  | EB       |
| (86)  | By 11 a.m. the "compact" master copy of Speech is to be given to<br>Miss Titmuss in the CRU for 580 copies to be rolled off for<br>distribution to the Lobby and Press Gallery in House of Commons<br>and to IDT (see Items 90 and 93). From Private Office production | CT/TL/SP |

of Speech send one copy by hand to SP EB Room 97/2) as soon as possible. Copy to be marked up for PA. When master copy of "marked up" speech is returned to the private office, 13 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, Reuters, AP Dow Jones and PA Newsroom, Financial Times Newsroom, Oracle

CT

RE/SP

Chancellor's Office

Chancellor's Office/CRU

PC/CT



- (87) By 11.00 am six copies of speech (run off by AD), FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 18c) to take to Scotland. (See Item 115)
- (88) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (89) 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.
- (90) Prepare packages as follows:
  - (a) Press Gallery (Mrs J Daly to collect)
    - 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) P.A. Gallery (Mr J Flitton to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (Ms F Bogan and Mr A Nichols to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 <u>unstapled</u> Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot, CST Summary & Guide, EPR Supplement, FSBR, Command papers and all press notices addressed to:-
      - 1. Nigel Dacre, ITN Budget Programme
      - 2. Economics Editor, Channel 4.

(NB: These envelopes to be handed over at the end of Chancellor's speech)

- (d) <u>BBC, TV White City</u> (Mrs R Chadwick and Miss S Wallis to collect)
  - 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, Snapshot, CST Summary & Guide, EPR Supplement, FSBR, Command Papers and Press Notices, addressed to:-

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

AD/KS

RE

MW

Chancellor's Office (e)

- BBC Radio, Broadcasting House (Miss Feest 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, CST Summary & Guide, EPR Supplement, 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

- (f) Independent Radio News (Ms Z Everest-Phillips 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 pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, CST Summary & Guide, EPR Supplement, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at <u>end</u> of Chancellor's speech

- (g) Reuters Newsroom (Mr A Houmann to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 1 envelope containing a copy of the Speech, Snapshot, FSBR, CST Summary & Guide, EPR Supplement, 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.

- (h) AP Dow Jones (Mrs P Wilkins to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 1 envelope containing a copy of the Speech, Snapshot, FSBR, CST Summary & Guide, EPR Supplement, and all Press Notices to Mr Hitchcock

NB. This envelope only to be handed over <u>at the end</u> of the Chancellor's Speech.

(i)

- P.A. Newsroom (Miss K Russell to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution. \*
- (j) F.T. Newsroom (Mr G Haydon to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution. \*
  - 2 envelopes containing a copy of the Speech, Snapshot, FSBR, EPR Supplement, 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.

- (k) Oracle (Mr N Fray 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, CST Summary & Guide, EPR Supplement, and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (1) Ceefax (Miss M 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, CST Summary Guide, EPR Supplement, and all Press Notices, addressed to: David Wilson, Manager Teletext.
- (m) Knight Ridder (Mr N Dawson 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, CST Summary Guide, EPR Supplement, and all Press Notices, addressed to: Mark Leheney (Knight Ridder)

15 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.



- (91) Check arrival in Chancellor's Office of 89 copies of Resolutions from Parliamentary Counsel's Office, 187 copies of FSBR from HMSO via FP, 155 copies of CST Summary & Guide (from C Knight GEP) and 24 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (92) Issue 187 copies of FSBR, 155 copies of CST Summary & Guide, 89 copies of Resolutions and 5 (as soon as available) copies of Brief from LH, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).
- (93) 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):-

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.

- (94) Start collation of full text of Speech with index and checklist.
- (95) <u>Before 12.00</u>: MW gives copy of speech to BD who will let Speaker's Private Secretary know roughly how long Speech will last.
- (96) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.
- (97) <u>By 12.30 p.m.</u>: Make up and despatch SECRET envelopes containing

1 copy each of Speech, FSBR, Resolutions, Command Papers, CST Summary & Guide, EPR Supplement, Snapshot + Press notices to:-

Prime Minister\* (Budget Brief (6)) Chief Secretary (2xFSBR) + Budget Brief Financial Secretary (2xFSBR) + Budget Brief Paymaster General (2xFSBR) + Budget Brief Economic Secretary (2xFSBR) + Budget Brief Officials, etc. (See Annex for list) (NB. Sir T Burns, and Mr C W Kelly receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

Speaker (via Mr Dyer) Chief Whip (via Mr Dyer) 1 Set of above to Northern Ireland Office. AD/TB/LH

LH/AD

RR/PE

Chancellor's Clerks and Typists

MW/BD

TB/BD

Chancellor's Clerks

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

BD

|       | AD to seek authorisation from AA to issue packages to other<br>Ministers and Officials.   | AA/AD        |
|-------|---|--------------|
| *     | No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.   |              |
| (98)  | BY 12.30 p.m.: SECRET envelopes containing Speech, Resolutions,<br>CST Summary & Guide, Snapshot, EPR Supplement, FSBR, Press<br>Notices + other Command Papers to be given to messengers from:-  |              |
|       | <ul> <li>Customs &amp; Excise (6 copies of each) - including 1 to Isle of Man</li> <li>Inland Revenue (6 copies of each)</li> <li>Bank of England (6 copies of each plus 6 copies of press notices)</li> </ul>  | 277 B.S.S.S. |
|       | (AD phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)  | AD           |
| (99)  | At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command<br>Papers and Press Notices to be issued to HB for allocation to<br>members of IDT  | HB           |
|       | (Copies of Brief will be send direct to RA by EB for monitoring teams.)   | LH           |
| (100) | At 12.30 p.m. Committee Section to pack for IDT:  | RR/PE        |
|       | <ul> <li>553 copies of Speech (supplied by CRU)</li> <li>523 copies of FSBR</li> <li>523 copies of other Depts'. Budget Press Notices</li> <li>583 copies of Snapshot</li> <li>659 copies of Tsy Press Notices (103 copies for Treasury Mailing list)</li> <li>503 Cmnd Papers (CST Summary and Guide)</li> </ul> |              |
|       | in pre-addressed envelopes (provided by PE) for Press and other callers to collect  |              |
| (101) | 1 set each of Speech, Snapshot, FSBR, Resolutions, Command<br>Papers and Press Notices to be given to AA, JT, AH and MW, and<br>of speech only to TL.   | AD           |
| (102) | 1 set each of Speech, FSBR, CST Summary & Guide, and Command<br>Papers in sealed envelopes addressed to:  | AH/AD/RS     |
|       | Leader of the House of Commons: (Mr Wakeham)  |              |
|       | Leader of the House of Lords: (Lord Belstead)   |              |
|       | Leader of the Opposition (Rt. Hon. N Kinnock MP)<br>Shadow Chancellor (Rt. Hon. J Smith MP)<br>Chancellor's PPS (Mr N Forman MP)<br>Rt Hon D Steel MP   |              |
|       | Rt Hon R Maclennan MP<br>Rt Hon J Molyneaux MP  |              |
|       | Mr Christopher (IRSF) - plus Press Notices + Snapshot ( <u>not Command</u><br>Papers)   |              |
|       | Sir William Clark MP (Chairman of Conservative Finance Committee)<br>Mr Sheldon MP, Chairman PAC<br>Bt. Hon. T Higgins MP, Chairman TCSC (1 CST Summary 8   |              |
|       | Rt. Hon. T Higgins MP, Chairman TCSC (+ CST Summary & Guide)  |              |

The Hon. M Lennox Boyd MP (Treasury Whip) Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen

to be given to AH to take with him to <u>Mr Forman's room</u>, for member of Parliamentary Section to guard over and for <u>Mr Forman</u> and other PPS's to pick up directly after speech and give to those concerned.

# (ii) Copy of Chancellor's speaking copy to AA to give to Mr N Forman just before speech.

(103) 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.

#### Budget Day: After lunch

- (104) 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.
- (105) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 90).
- (106) TL to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. TL to remain in Hansard Office until Ch/Ex sits down.
- (107) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (108) At 3pm, Peter Edwards and Janiss Daly 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 Janiss Daly.
- (109) Ensure all officials covering the Official Box have copies of the brief.

IDT to collect packages (see item 100) from Committee Section

- (110) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, 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.

AD/AA

AA/AD

AD/Chancellor's Office

TL

MG

RR/PE

LH

PE IDT

JF

|        |  | oe monitoring<br>and Press Of                               |                                 | and ITN Broad                                     | lcasts in II                           | T                    |                   |  |
|--------|--|---|---------------------------------|---|--|----------------------|-------------------|--|
| (111)  | Delivery of Snap<br>and other Depart<br>Offices  |   |                                 |   |  |                      | RS                |  |
| (112)  | Laying of FSBR,<br>Estimates. 1988-3   |   | tary's, Si                      | ummary & Guid                                     | le, and Ma                             | lin                  | RS                |  |
| (113)  | During Speech: N   | ote changes i   | from type                       | ed version.                                       |  |                      | AH                |  |
| At end | of Speech  |   |                                 |   |  |                      |                   |  |
| (114)  | Set to be collecte<br>Lords from N Form  |   |                                 |   | the House                              | of                   |                   |  |
| (115)  | TB to phone KS in  | Scotland to   | authorise                       | e release of docu                                 | iments.                                |                      | TB                |  |
| (116)  | Despatch by hand<br>(see Item 104).  | copies of S   | peech to                        | other member:                                     | s of Cabin                             | et                   | AD                |  |
| (117)  | Release copies of<br>item 104), Press (<br>for NEDO, CBI (w<br>Department to Me<br>copies for Austral<br>Item 18(b) to IF2 I | see item 108<br>via Mr Monck<br>essengers to<br>ian and New | ) and NI<br>(), TUC,<br>take to | CG envelopes (<br>and Conservati<br>Enquiry Room; | see item 1<br>ve Researc<br>also relea | 8)<br>ch<br>se       | TL/TD             |  |
| (118)  | Check Hansard.   |   |                                 |   |  |                      | AH                |  |
| (119)  | Check whether Do<br>confirm duty Mini<br>Minister's media e  | ister's extens  | sions for                       | bench, taking                                     | into accour                            |                      | MW/RA             |  |
| (120)  | Send copies as foll  | ows:-   |                                 |   |  |                      | TL                |  |
|        |  | <u>CST</u><br>Summary<br><u>Guide</u>                       | Speech<br>and<br>Brief          | Snapshot<br>Resolution,<br>Press Notices          | FSBR                                   | <u>Cmd</u><br>Papers | EPR<br>Supplement |  |
|        | Mr F Cassell<br>British Embassy<br>Washington  | 3   | 1                               | 3   | 3                                      | 3                    | 3                 |  |

Mr D Bostock **UKREP** Brussels 3 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).

(121) Give 8 copies of Speech, Snapshot, FSBR, CST Summary & Guide, Government Papers, EPR Supplement, and any Press Notices to RS AD/RS

3



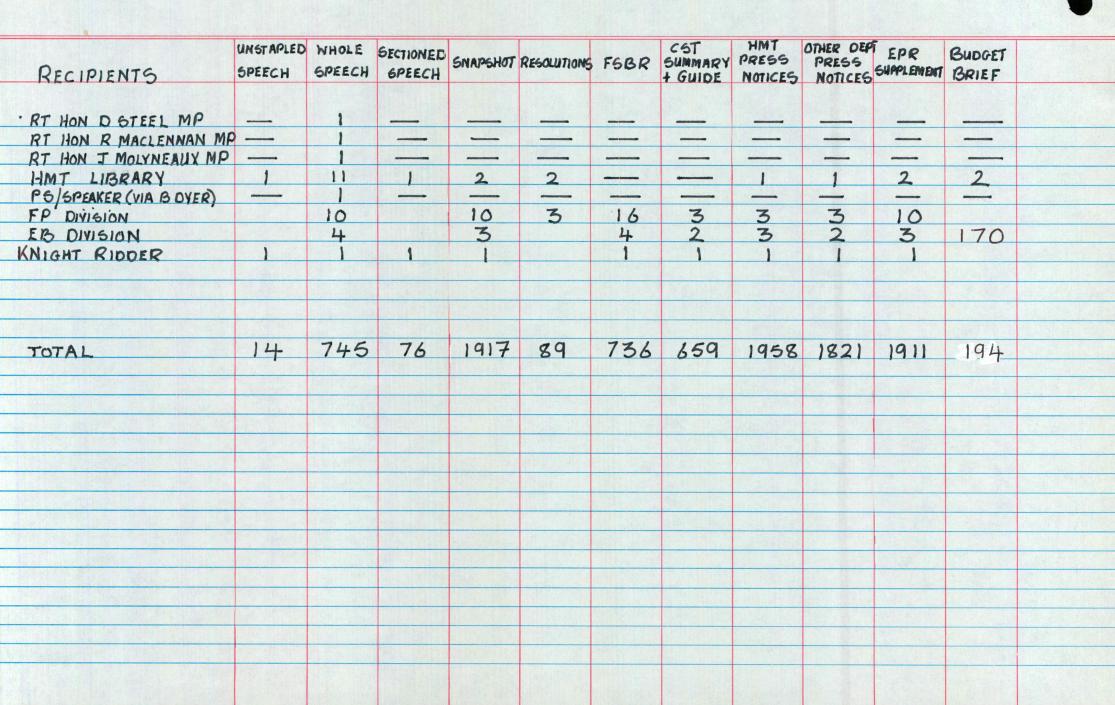
|       | for depositing in the Libraries of the House of Commons and House of Lords.                                      |       |
|-------|--|-------|
|       | AD to give 2 copies of Resolutions to RS for Butterworths Law Publishers.  | AD/RS |
| (122) | Provide two sets of Speech, Snapshot, FSBR, Resolutions,<br>Command Paper(s), all Press Notices to Table Office. | BD    |
| (123) | Provide 4 8" (eight inch) discs containing Chancellor's statement (1) FT, (2) Press Association.                 | RM    |

#### CHANCELLOR'S OFFICE

# ANNEX I

| RECIPIENTS             | UNSTAPLED<br>SPEECH | WHOLE | SECTIONED<br>SPEECH | SNAPSHOT | REGOLUTIONS   | FSBR      | CST<br>BUNNARY<br>+ GUIDE | HMT<br>PRESS<br>NOTICES | OTHER DEPI<br>PRESS | PT E PR<br>GU <b>pplement</b> | BUDGET                                |             |
|------------------------|---------------------|-------|---------------------|----------|---------------|-----------|---------------------------|-------------------------|---------------------|-------------------------------|---------------------------------------|-------------|
| NECIPILINI             | ULLUI               |       | or seall            |          |               |           | + Guige                   | NUINCES                 | Monces              |                               | · · · · · · · · · · · · · · · · · · · |             |
| NIC G                  | _                   | 1     | _                   |          |               | 1         | 1                         | 1                       |                     | 1                             |                                       |             |
| NEDO                   |                     | 3     |                     | 3        |               | 3         | 3                         | 3                       | 3                   | 3                             |                                       |             |
| TUC.                   |                     | 3     |                     | 3        |               | 3         | 3                         | 3                       | 3                   | 3                             | (Concernance)                         |             |
| CBI                    |                     | 4     |                     | 4        | 1             | 4         | 4                         | 4                       | 4                   | 4                             |                                       |             |
| CONSERVATIVE RESEARCH  |                     | 1     |                     | j        |               | 1         | i                         | j                       | i                   | i                             |                                       |             |
| DEPARTMENT             |                     |       |                     |          |               |           |                           |                         |                     |                               |                                       |             |
| DIPLOMATIC MISSIONS    |                     | 22    |                     | 22       |               | 22        | 22                        | 22                      | 22                  | 22                            | Charlesson                            |             |
| TCSC                   |                     | 5     |                     | 5        |               | 5         | 5                         | 5                       | 5                   | 5                             |                                       |             |
| SCOTLAND               |                     | 6     |                     | 6        |               | 6         | 6                         | 6                       | 6                   | 6                             | -                                     |             |
| PRESS GALLERY          | -                   | -     | 30                  | 30       |               |           |                           | -                       |                     |                               | Detroiterenagi                        |             |
| ITN                    | 2                   | 2     | 16                  | 2        |               | 2         | 2                         | 2                       | 2                   | 2                             |                                       |             |
| BBC TV                 | 2                   | 2     | 11                  | 2        | -             | 2         | 2                         | 2                       | 2                   | 2                             |                                       |             |
| BBC RADIO              | 1                   | 2     | 11                  | 2        |               | 2         | 2                         | 2                       | 2                   | 2                             | -                                     |             |
| IRN                    | 1                   | T     | 5                   | T        | -             | ī         | T                         | ī                       | ī                   | ī                             |                                       |             |
| REUTERS                | 1                   | 1     | -                   | 1        |               | 1         | 1                         | 1                       | j                   | 1                             |                                       | Carrier and |
| AP DOW JONES           | 1                   | 1     |                     | ŀ        |               | 1         | 1                         | 1                       | 1                   | 1                             |                                       |             |
| PA (NEWSROOM)          | 1                   |       |                     |          |               | Alexandra |                           |                         |                     |                               |                                       |             |
| PA (GALLERY)           | 1                   |       | Reflectmenting      |          |               | -         |                           |                         |                     |                               |                                       |             |
| FT                     | 1                   | 2     |                     | 2        |               | 2         |                           | 2                       | 2                   | 2                             | -                                     |             |
| ORACLE                 | 1                   | 1     | 1                   | 1        | -             | 1         | 1                         | 1                       | 1                   | 1                             |                                       |             |
| CEEFAX                 | 1                   | 1     | 1                   | 1        | Aufterneuroug | 1         | 1                         | 1                       | 1                   | 1                             | -                                     |             |
| PARLIAMENTARY SECTION  |                     | 1     |                     | 1        |               | 6         | 6                         |                         |                     |                               | 1                                     |             |
| PRIME MINISTER (+Nº10) |                     | 6     | -                   | 6        | 6             | 6         | 6                         | 10                      | 10                  | 6                             | 6                                     |             |
| HMT MINISTERS (4)      |                     | 4     | -                   | 4        | 4             | 8         | 4                         | 4                       | 4                   | 4                             | 4                                     |             |
| SPEAKER                |                     | 1     | -                   | 1        | 1             | 1         | . 1                       | 1                       | 1                   | 1                             |                                       |             |
| CHIEF WHIP             |                     | 1     | ganine channes      | 1        | 1             | 1         | 1                         | 1                       | 1                   | i                             |                                       |             |
| HMT OFFICIALS (22)     |                     | 22    |                     | 22       | 22            | 30        | 22                        | 22                      | 22                  | 22                            |                                       |             |
| N. IRELAND OFFICE      | antonucat           | 1     | Wittensonge         | 1        | 1             | Ī         | 1                         | 1                       | I                   | 1                             |                                       |             |
| MR BATTISHILL IR       |                     | 1     |                     | 1        | 1             | 1         | 1                         | 1                       | 1                   |                               | S (                                   |             |
| MR UNWIN C&E           |                     | 1     | Biginimum transfe   | - 1      | 1             | 1         | 1                         | 1                       | 1                   | 1                             |                                       |             |

| RECIPIENTS                     | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | Bectione D<br>BPEECH   | SNAPSHOT  | resolutions                | FOBR               | CGT<br>SUMMARY<br>+ GUIDE | HMT<br>PRESS<br>NOTICES | OTHER DEPT<br>PRESS<br>NOTICES | C HORIZON R   | Budget<br>Brief |              |
|--------------------------------|---------------------|-----------------|--|---|----------------------------|--------------------|---------------------------|-------------------------|--------------------------------|---------------|-----------------|--------------|
| CUSTOMS & EXCISE (6)           |                     | Ь               |  | 6   | 6                          | 6                  | 6                         | 6                       | 6                              | 6             |                 |              |
| INLAND REVENUE (6)             |                     | 6               |  | 6   | 6                          | 6                  | 6                         | 6                       | 6                              | 6             |                 |              |
| BANK OF ENGLAND (6)            |                     | 6               |  | 6   | 6                          | 6                  | 6                         | 6                       | 6                              | 6             | 1               |              |
| IDT (PRESS + CALLERS)          | areas and a second  | 553             |  | 583   |                            | 523                | 503                       | 659                     | 523                            | 609           |                 |              |
| RT HON T HIGGING MP            | -                   | 1               | emperature   |   |                            | 1                  | 1                         |                         |                                | -             | -               |              |
| CX, AA, JT, AH, +MW (5)        | -                   | 5               | -  | 5   | 5                          | 5                  | 5                         | 5                       | 5                              | 5             | 5               |              |
| LEADER. HOUSE OF COMMONS       |                     | 1               | -  |   |                            | 1                  | 1                         |                         |                                |               |                 |              |
| LEADER. HOUSE OF LORDS         |                     | 1               |  |   |                            | 1                  | 1                         |                         |                                |               |                 |              |
| LEADER OF THE OPPOSITION       |                     | 1               |  |   | -                          | 1                  | 1                         | -                       |                                |               |                 |              |
| SHADOW CHANCELLOR              | -                   | 1               |  |   |                            | 1                  | 1                         |                         |                                |               |                 |              |
| MR N FORMAN MP                 | (Constanting)       | 1               | gutunting  | ethiliticas   |                            | 1                  | 1-                        |                         |                                |               | atamastany.     |              |
| MR CHRISTOPHER (IRSF)          | -                   | 1               | eponentering   | 1   | -                          | 1                  | 1                         | 1                       | 1                              |               | -               |              |
| SIR W CLARK MP                 |                     | 1               |  |   |                            | 1                  | 1                         |                         |                                |               |                 |              |
| MR R SHELDON MP                | galler startig      | 1               |  | and the second se | and an and a second second | 1                  | 1                         |                         |                                |               |                 |              |
| THE HON MLENNOX BOYD MP        | ) —                 | 1               |  |   |                            | 1                  | 1                         |                         |                                |               |                 |              |
| MRT GAREL - JONES MP           | Annuar              | 1               |  |   |                            | -                  | -                         |                         |                                |               |                 |              |
| CABINET (EXCL PM, CX, CST, LPC |                     | 17              |  |   |                            | 17                 | -                         |                         |                                | Statements of | -               |              |
| LPS                            |                     |                 |  |   |                            | 1.1.1.4.1          |                           |                         |                                |               |                 |              |
| HANGARD                        |                     | 1               |  |   | -                          | Carate Inscription |                           |                         |                                |               |                 |              |
| VOTE & PRINTED PAPER OFFICE    |                     |                 | Contraction  | 1150  |                            |                    |                           | 1150                    | 1150                           | 1150          |                 | all shares a |
| TABLE OFFICE                   |                     | 2               | (Contraction of Contraction of Contr | 2   | 2                          | 2                  | 2                         | 2                       | 2                              | 2             |                 |              |
| MR CASSELL (WASHINGTON)        | -                   | 1               |  | 3   | 3                          | 3                  | 3                         | 3                       | 3                              | 3             | 1               |              |
| MR BOSTOCK (BRUSSELS)          |                     |                 |  | 3   | 3                          | 4                  | 3                         | 3                       | 3                              | 3             | 1               |              |
| DIRECTOR BIS(NEW YORK)         |                     | 1               |  | 1   | 1                          | 1                  | 1                         | 1                       | 1                              | 1             |                 |              |
| BRITISH EMBASSY (PARIS)        |                     | 1               |  | 1   | 1                          | 1                  | 1                         | 1                       | 1                              | 1             | 1               |              |
| UKDEL OECD                     |                     | 1 -             |  | 1   | 1                          | 1                  | 1                         | 1                       | 1                              | 1             | 1               |              |
| H/C LIBRARY                    |                     | 4               |  | 4   |                            | 4                  | 4                         | 4                       | 4                              | 4             |                 |              |
| HIL LIBRARY                    |                     | 4               |  | 4   |                            | 4                  | 4                         | 4                       | 4                              | 4             |                 |              |
| BUTTERWORTHS                   |                     |                 |  |   | 2                          | -                  | -                         | -                       | Billionautouto                 |               |                 |              |
|                                |                     |                 |  |   |                            |                    |                           |                         |                                |               |                 |              |



ANNEX II

# REQUIREMENTS : FROM SOURCE

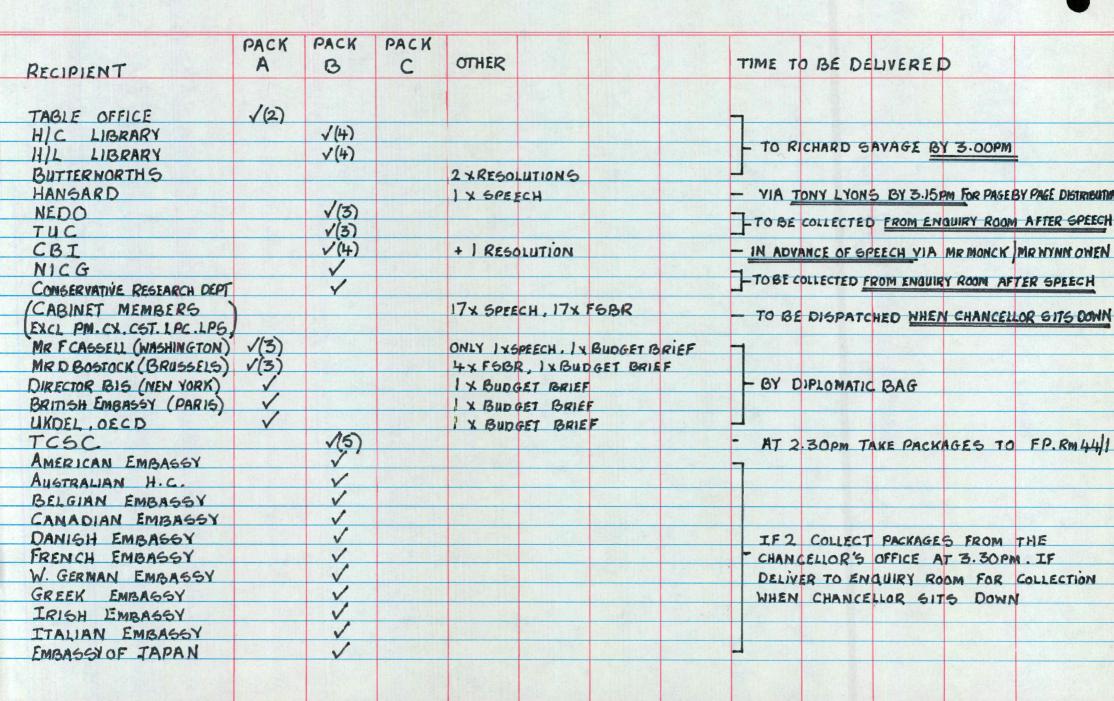
| REQUIRED BY           | unstarled<br>Speech | WHOLE<br>Speech | SPEECH    | SNAPSHOT | RESOLUTIONS | F6BR | CGT<br>Summary<br>+ Guide | HMT<br>PREGS<br>NOTICES | OTHER DEP<br>PRESS<br>NOTICES | E PR<br>Supplement | Budget<br>Brief |  |
|-----------------------|---------------------|-----------------|-----------|----------|-------------|------|---------------------------|-------------------------|-------------------------------|--------------------|-----------------|--|
|                       |                     |                 |           |          |             |      |                           |                         |                               |                    |                 |  |
| CHANCELLORS OFFICE    | 14                  | 166             | 75        | 169      | 89          | 187  | 155                       | 152                     | 152                           | 147                | 21              |  |
| IDT                   |                     | 553             |           | 583      |             | 523  | 503                       | 659                     | 523                           | 609                |                 |  |
| PARLIAMENTARY SECTION |                     | 1               |           | 1150     |             | Ь    | 6                         | 1150                    | 1150                          | 1150               | 1               |  |
| FP                    |                     | 10              |           | 10       | 3           | 16   | 3                         | 3                       | 3                             | 10                 | -               |  |
| EB                    |                     | 4               | Distances | 3        |             | 4    | 2                         | 3                       | 2                             | 3                  | 170             |  |
| HMT LIBRARY           | 1                   | 11              | 1         | 2        | 2           |      |                           | 1                       | 1                             | 2                  | 2               |  |
| TOTAL                 | 15                  | 745             | 76        | 1917     | 94          | 736  | 669                       | 1968                    | 1831                          | 1921               | 194             |  |
| SUPPLIED BY:          |                     |                 |           |          |             |      |                           |                         |                               |                    |                 |  |
| CHANCELLORS OFFICE    | 15                  | 166             | 76        | 169      |             |      |                           |                         |                               |                    |                 |  |
| HMGO (FPORDER)        |                     |                 |           |          |             | 736  |                           |                         |                               |                    |                 |  |
| HMGO (GEP ORDER)      |                     |                 |           |          |             |      | 669                       |                         |                               |                    |                 |  |
| PARLIAMENTARY COUNSEL |                     |                 |           |          | 94          |      |                           |                         |                               |                    |                 |  |
| HMT COMMITTEE SECTION |                     | 579             |           | 1748     |             |      |                           | 1968                    | 1831                          |                    | 170             |  |
| EB<br>MACAULAY PRESS  |                     |                 |           |          |             |      |                           |                         |                               | 1921               | 24              |  |
| TOTAL                 | 15                  | 745             | 76        | 1917     | 94          | 736  | 669                       | 1968                    | 1831                          | 1921               | 194             |  |

| ANNEX III                   |       |        |               | +   | Sir P Middleton 3xFSBR Sir T Burns 2xFSBR Mr J Anson<br>Sir G Littler Sir T Burns Dame Anne Mueller Mr Scholar<br>Mr Lankester Mr I Byatt Mr Monck Sir A Wilson<br>Mr Kemp Mr Culpin Miss Peirson Mr R I G Allen<br>Mr Pickford Mr C Kelly 2xFSBR Miss C Evans<br>Mr Cropper 3xFSBR Mr Tyrie Mr Call Mr Odling-Smee |
|-----------------------------|-------|--------|---------------|---|---|
| RESPONSIBILITIES            | FOR   | DISTRI | BUTION        | V: CHI  | ANCELLOR'S OFFICE   |
|                             | PACK  | PACK   | PACK          |   |   |
| RECIPIENT                   | A     | B      | C             | OTHER   | TIME TO BE DELIVERED  |
| NECHTENI                    |       |        |               |   |   |
| 6                           |       | 10     |               |   |   |
| SCOTLAND                    | 1112  | 16)    |               |   | - TO K GEDGWICK BY 11.00AM  |
| PRIME MINISTER (+NO.10)     |       |        |               |   | GET BRIEF, 4 XHMPPN'S + OGDPN'S -7  |
| CX. AA, IT, AH, MW          | 1(5)  |        |               |   | DGET BRIEF  |
| HMT MINISTERS               | 1(4)  |        |               | 2 x FSB   | REACH, 4 X BUDGET BRIEF   |
| HMT OFFICIALS +             | 1(22) |        |               |   |   |
| N. IRELAND OFFICE           | V.    |        |               |   | BY 12.30PM (AA TO AUTHORIGE RELEASE)  |
| MRA BATTIGHILL I R          | V.    |        |               |   |   |
| MR BUNWIN CRE               | V     |        |               |   |   |
| INLAND REVENUE              | 1 (6) |        |               |   |   |
| CUSTOMS & EXCISE            | V (6) |        |               |   |   |
| BANK OF ENGLAND             | 1(6)  |        |               | 1× Bui  | DGET BRIEF  |
| SPEAKER                     | V     |        | and the light |   |   |
| CHIEF WHIP                  | 1     |        |               |   | - BY 12.30PM (VIA BRIAN DYER)   |
| BRIAN DYER (FOR PS SPEAKER) |       |        |               | IX SPE  |   |
| PRESS GALLERY               |       |        |               |   | TIONED SPEECH, 30 X SNAPSHOT T  |
| PA GALLERY                  |       |        | Shits Ball    | and the second se | DTAPLED   |
| ITN                         |       |        |               | and the second se | DONED SPEECH, 2. XUNSTAPLED   |
| (NIGEL DACKE )              |       |        |               | 10 N 365 1  | IONED SPREAD, A AMUSIAPLED  |
| ITN BUDGET PROGRAMME        |       |        |               | See See   |   |
| ECONOMICS EDITOR            |       | ~      |               |   |   |
| (CHANNEL 4                  |       | · ·    |               | -   | TO BE COLLECTED FROM THE CHANCELLORS  |
| BBC TV                      |       |        |               | HAL GEOTIA  | TOFFICE AT 2 TOPH FT DACE DU DACE   |
| (PRODUCER                   |       | ./     |               | 11 20010  | DISTRIBUTION AS CHANCELLOR SPEAKS   |
| BBC BUDGET PROGRAMME        |       | V      |               |   | PACK B'S TO BE HANDED OVER AT   |
| (JAMES LONG                 |       | 1      | COL OF        |   |   |
|                             |       | V      |               |   | END OF SPEECH   |
| BBC ECONOMICS EDITOR        |       |        |               | 11. 6 4 4 4   |   |
| BBC RADIO                   |       | 1      |               | ILX SECTI   | IONED SPEECH I & UNSTAPLED  |
| BBC Economics               |       | V      |               |   |   |
| CORRESPONDENT               |       |        |               |   |   |

PACKAGE A: SPEECH, SNAPSHOT, RESOLUTIONS, FSBR, CST SUMMARY & GUIDE, EPR HMTPN'S OGDPN'S PACKAGE B: SPEECH, SNAPSHOT, FSBR, PACKAGE C: SI CST SUMMARY & GUIDE, EPR, HMTPN'S SUMMARY & GUIDE OGDPN'S

KAGE C: SPEECH, FSBR, CST MARY & GUIDE

| 0   | PACK               | PACK          | PACK         | OTHER                                 | TIME TO BE DELIVERED                   |
|---|--------------------|---------------|--------------|---------------------------------------|--|
| RECIPIENT                                 | A                  | B             | C            |                                       |  |
| KNIGHT RIDDER<br>MR LEHENEY, NIGHT RIDDER |                    | $\checkmark$  |              | IX SECTIONED SPEECH. IN UNGTAPLED     |  |
| PRODUCER, PM BUDGET SPECIAL               |                    | 1             |              |                                       |  |
| IRN                                       | Sale of the second |               |              | 5x SECTIONED SPEECH, 1 X UNSTAPED     |  |
| (DOUGLAS MOFFIT )                         | 1.892.0            | 1             | S. S. Bar    | A SECTIONED SPEECH, IX UNSTAPED       |  |
| (ECONOMICS EDITOR)                        | N W. S. C.         |               |              |                                       |  |
| REUTERS                                   |                    |               | S. R. Bass   | 1 X UNGTAPLED SPEECH                  |  |
| DAVID ØKEEFE, REUTERS                     |                    | 1             |              |                                       |  |
| AP DOW JONES                              | Carlo and          |               |              | I & UNSTAPED SPEECH                   | TO BE COLLECTED FROM CHACELLORS OFFICE |
| MR HITCHCOCK AP DON JONE                  | 5                  | $\checkmark$  |              |                                       | AT 2.30PM FOR PAGE BY PAGE             |
| PA NEWGROOM                               |                    |               | Par dans     | IX UNSTAPLED SPEECH                   | DISTRIBUTION AS CHANCELLOR SPEAKS      |
| FT NEWSROOM                               |                    |               |              | 1 x UNSTAPLED SPEECH                  |  |
| DAVID NALKER, NEWS EDITOR                 |                    | $\sqrt{(2)}$  |              |                                       | PACK B'S TO BE HANDED OVER             |
| FT  |                    |               |              | AND A CONTRACT AND AND A CONTRACT     | AT END OF GPEECH                       |
| ORACLE                                    | and the second     |               |              | 1x SECTIONED SPEECH, 1 x UNSTAPLED    |  |
| PETER HALL, EDITOR, ORACLE                |                    | $\checkmark$  |              |                                       |  |
| CEEFAX                                    |                    |               |              | I & SECTIONED SPEECH, I & UNSTAPLED   |  |
| (DAVID WILSON, MANAGER                    |                    | $\checkmark$  |              |                                       |  |
| TELETEXT                                  |                    |               |              |                                       |  |
| LEADER HIC (WAKEHAM)                      |                    |               | $\checkmark$ |                                       |  |
| LEADER HIL (BELSTEAD)                     |                    |               | $\checkmark$ |                                       |  |
| LEADER, OPPOSITION (KINNOCK)              |                    |               | V            |                                       |  |
| SHADOW CHANCELLOR (SMITH)                 |                    |               | $\checkmark$ |                                       |  |
| RT HON T HIGGING MP                       |                    |               | $\checkmark$ |                                       | TO BE TAKEN TO THE HOUSE BY AH         |
| MRN FORMAN MP                             |                    |               | $\checkmark$ | I COPY OF CX'S SPEAKING COPY VIA (AA) | AT 3.00PM AND RELEASED TO PPS'S        |
| MR CHRISTOPHER (IRSF)                     |                    |               | $\checkmark$ | HMTPN'S, OGDPN'S, SNAPSHOT            | WHEN CHANCELLOR BITS DOWN              |
| MR R SHELDON MP                           |                    |               | V            |                                       |  |
| SIR W CLARK MP                            |                    |               | $\checkmark$ |                                       |  |
| THE HON MLENNOX BOYD MP                   |                    | A State State | ~            |                                       |  |
| MRT GAREL-JONES MP                        |                    |               |              | 1x SPEECH (FOR HM QUEEN)              |  |
| RT HON D STEEL MP                         |                    |               |              |                                       |  |
| RT HON R MACLENNAN MP                     |                    |               |              | X SPEECH                              | - AS ABOVE                             |
| RT HON J MOLYNEAUX MP                     | areas and the      | Second Second | S. Market    |                                       |  |



|   | Oncil          | DACK         | PACK  |               |                    |         |             | ħ            |                            |                     |   |                     |
|---|----------------|--------------|---|---------------|--------------------|---------|-------------|--------------|----------------------------|---------------------|---|---------------------|
| Que a la l | PACK           | PACK         | ENTRE BUSELINES                               | 0000          |                    |         | 14          |              |                            |                     |   | 19 A. 19            |
| RECIPIENT                                   | A              | B            | C   | OTHER         |                    |         |             | TIME TO      | BED                        | ELIYÉRE             | D   |                     |
|   |                |              |   |               | New York           |         |             |              |                            |                     | Converte State  |                     |
| EMBASSY OF LUXEMBOURG                       | <b>公開設</b>     | ~            |   |               |                    |         |             | -            |                            |                     | 1.  |                     |
| NETHERLANDS EMBASSY                         |                | ~            | and the                                       | No. Sec. 10   |                    |         |             |              | alan Sah                   |                     | - C   |                     |
| NEW ZEALAND H.C.                            | Sector Sector  | $\checkmark$ | 用合同的  |               |                    | The set |             |              |                            | and the second      | Server and  | Stories of Story    |
| NORWEGIAN EMBAGGY                           |                | $\checkmark$ |   |               |                    |         | 1. A. 16    | IF 2         | COLLECT                    | PACKAG              | ES FROM   | THE                 |
| PORTUGESE EMBASSY                           |                | ~            |   |               |                    |         |             | - CHANG      | ELLORS                     | OFFICE              | AT 3.3  | OPM.                |
| SPANISH EMBASSY                             |                | V.           |   |               |                    |         |             |              |                            |                     | UIRY R  |                     |
| SWEDISH EMBASSY                             |                | $\checkmark$ |   |               |                    |         |             |              |                            |                     |   | ACELLOR             |
| SNIGG EMBASSY                               | A COMPANY      | V,           | Star Street                                   | -218 (A.S. 20 |                    |         |             | SITS         | DOWN                       |                     |   |                     |
| TURKIGH EMBASSY                             |                | V            | <u> 11 - 11 - 11 - 11 - 11 - 11 - 11 - 11</u> | 1. 19         | THE REAL PROPERTY. |         |             |              |                            |                     |   | Market States       |
|   |                |              | See. 83                                       |               |                    |         | a de milion | State Sector | allin sur                  | Sec. Star           | 1.1.1.1.1.1   |                     |
|   |                |              |   |               |                    |         |             |              |                            |                     | 100 M   | All handler         |
|   |                |              |   |               |                    |         |             |              |                            |                     | Participant and   | State Sec.          |
|   | and a state of |              |   | 1             |                    |         |             |              | Constant State             |                     |   | STATES -            |
|   |                |              | Same of the                                   |               |                    |         |             |              |                            |                     |   |                     |
|   |                |              |   | S. States and |                    |         |             |              |                            |                     |   | Philippine Harris   |
|   | Carlo Maria    |              |   |               |                    |         |             |              |                            |                     |   |                     |
|   |                |              |   | 1000 C        |                    |         |             |              |                            |                     |   | A BARRIER           |
|   |                |              |   |               |                    |         |             |              |                            |                     |   | Read and the second |
|   |                |              |   |               |                    |         |             |              |                            |                     |   |                     |
|   |                |              |   |               |                    |         |             | 1            |                            |                     |   |                     |
|   |                |              |   |               |                    |         |             |              |                            |                     |   |                     |
|   | and the        |              |   |               |                    |         |             |              |                            |                     |   |                     |
|   |                |              |   |               |                    |         |             |              |                            |                     |   |                     |
|   |                | E Pass       |   |               |                    |         |             | 10 14 16     |                            | The second          |   |                     |
|   |                | -            |   | 1.52          | A DECK             |         |             |              |                            | and the second      | 10000   |                     |
|   |                |              |   |               |                    |         |             | Se Char      | 1.124                      |                     |   |                     |
|   | 1258           | STR. Mars    | 1000  |               |                    |         |             |              | The second                 |                     |   | A STAR SALE         |
|   |                |              |   |               |                    | 1.1847  |             |              | 196                        | . Selection and the |   | Section Section     |
|   |                |              |   |               |                    |         |             |              | 18211                      | and the second      |   | The second second   |
|   |                |              |   |               |                    |         |             |              |                            | The stark           |   | States and see      |
|   |                |              |   |               |                    |         |             |              | and the state of the state | 1                   | A STATE OF A |                     |

### RESPONSIBILITIES FOR DISTRIBUTION : IDT

| RESPONSIBILITIES F                     | OK DIS                                | IKIDU III        | JN . T  | DI                                    |                         |                                |                    |              | Reality Contract          |             |                |                            |
|--|---------------------------------------|------------------|---|---------------------------------------|-------------------------|--------------------------------|--------------------|--------------|---------------------------|-------------|----------------|----------------------------|
| RECIPIENT                              | WHOLE<br>SPEECH                       | <b>Биа</b> рьнот | FSBR  | COT<br>Summary<br>Guide               | HMT<br>PRESS<br>NOTICES | OTHER DEPT<br>PRESS<br>NOTICES | e pr<br>Supplement |              |                           |             |                |                            |
|  | A SHARE                               | A CARA           |   |                                       |                         |                                | No. 4 State        |              | 國際公司                      | 智力型         | LAS-28         |                            |
| PRESS GALLERY                          | 105                                   | 130              | 70  | 70                                    | 70                      | 70                             | 70                 |              | 1244 ( ) ( ) ( )          |             |                |                            |
| OVERGEAS REPS                          | 105                                   | 10               | - 10  |                                       | 70                      | 70                             | 70                 |              |                           |             |                |                            |
|  | 165                                   | 165              | and the second | 165                                   |                         | 165                            |                    |              |                           |             |                |                            |
| FLEET ST PRESS                         |                                       |                  | 165   |                                       | 165                     |                                | 165                |              |                           |             |                |                            |
| NON - PREGS                            | 220                                   | 220              | 220   | 220                                   | 220                     | 220                            | 220                |              |                           |             |                | and the second             |
| DEPT'S PRESS OFFICES                   | 18                                    | 18               | 18  | 18                                    | 18                      | 18                             | 18                 |              |                           |             |                |                            |
| HMT MAIL LIGT                          | -                                     |                  |   |                                       | 116                     |                                | 116                |              |                           | 200700      |                |                            |
| (IDT. SPARES, INCL)                    | 15                                    | 20               | 30  | 10                                    | 50                      | 30                             |                    |              |                           |             |                |                            |
| (ENQUIRY ROOM /                        |                                       |                  |   |                                       |                         |                                |                    |              |                           |             |                |                            |
| FFIG                                   | 20                                    | 20               | 20  | 20                                    | 20                      | 20                             | 20                 |              |                           | West Street | Charles in the | 23448                      |
|  |                                       |                  |   | 1.1                                   |                         |                                |                    |              |                           |             | 20.00          |                            |
|  |                                       |                  |   | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |                         |                                |                    | 3            |                           | RES SPACE   |                |                            |
| TOTAL                                  | 553                                   | 583              | 523   | 503                                   | 659                     | 523                            | 609                |              |                           |             |                |                            |
|  |                                       |                  | Carlos all  |                                       |                         |                                |                    |              |                           | and the     | No. 192        |                            |
|  |                                       |                  | 195 A. A. 1961  |                                       |                         |                                |                    |              | 1000                      | 186 - TE    | 10.75 AV       |                            |
|  |                                       |                  | TEST. MEN   |                                       |                         |                                |                    |              |                           | Self- Self  | No 1           |                            |
|  |                                       |                  |   |                                       |                         |                                |                    |              | MELL H                    |             |                |                            |
|  |                                       |                  |   |                                       |                         |                                |                    | Set of Trade |                           |             |                | Carlos and                 |
|  | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |                  |   |                                       |                         |                                |                    |              |                           |             |                |                            |
| 1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1. |                                       |                  |   | alt when                              |                         |                                |                    |              |                           |             |                |                            |
|  |                                       |                  |   |                                       |                         |                                | 7. 1.              |              |                           |             |                |                            |
|  |                                       |                  |   |                                       |                         | 3.5                            |                    |              | S. Constant               |             |                | Constraints and the second |
|  |                                       |                  |   |                                       |                         |                                |                    |              |                           | 1.1.1.1.1.1 |                |                            |
|  |                                       |                  |   |                                       |                         |                                |                    |              | 6 M                       | APP 11 THE  |                | The second states of       |
|  |                                       |                  |   |                                       | a dinese                | San Star                       |                    |              |                           |             | State Land     |                            |
|  |                                       |                  | Repairing the   |                                       |                         |                                |                    |              | Tell State                |             |                |                            |
|  |                                       |                  |   |                                       | The states              |                                | Sec. Spr. 2        |              |                           | The second  | See Shares     |                            |
|  |                                       |                  |   |                                       | 34.8                    |                                |                    | Sale -       |                           | The second  | S. S. Cores    |                            |
|  |                                       |                  | Nel Carlos  |                                       |                         |                                |                    | The second   | Contraction of the second |             |                |                            |
|  | 11000                                 |                  |   |                                       |                         |                                | Sales and          | North State  | The second second         | 200         |                |                            |
|  |                                       |                  |   |                                       | 1                       |                                |                    | NE NEL       |                           |             | ACT NO.        |                            |
|  | As a set                              |                  |   |                                       |                         |                                |                    |              |                           |             |                |                            |

ANNEX V

REGPONGIBILITES FOR DISTRIBUTION : PARLIAMENTARY GECTION

| IL SI UN UNULITED    | TOR DISTRIBUTION TARLIAMENTART SECTION          |
|----------------------|---|
| RECIPIENT            |   |
| PG/ SPEAKER          | I X GREECH                                      |
| SPEAKER              | PACK A - TO BE GNEN TO BD BY CHANCELLORS OFFICE |
| CHIEF WHIP           | PACKA   |
| JOURNAL OFFICE       | 6×FSBR - FROM FP                                |
| A OUKINAL OFFICE     | 6 x CST SUMMARY + GUIDE - FROM GEP (C KNIGHT)   |
|                      |   |
| TABLE OFFICE         | 2 x PACK A FROM CHANCELLORS OFFICE              |
| VOTE + PRINTED PAPER | 1150 X SNAPSHOT                                 |
| OFFICE               | 1150 X HMTPN'S _ FROM COMMITTEE GECTION         |
| OFFICE               | 1150 x OGDPN'S                                  |
|                      | 1150 X EPR SUPPLEMENT                           |
|                      |   |
| 2                    |   |
| BUTTERWORTHS         | 2 × RESOLUTIONS - FROM CHANCELLORS OFFICE       |
| H/C LIBRARY          | 4 x PACK B FROM CHANCELLORS OFFICE              |
| HIL LIBRARY          | 4 × PACK B FROM CHANCELLORS OFFICE              |
|                      |   |
|                      |   |
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|                      |   |
|                      |   |

ANNEX VI

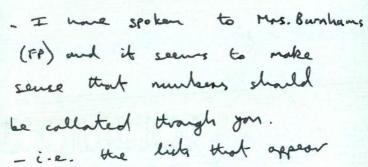
## RESPONSIBILITIES FOR DISTRIBUTION : FP

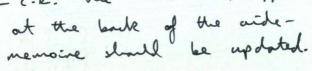
| KESPONSIBILITE        | 5 tok | 2 DIGT | RIBUTI | ON . r | P       |      |  |   |  |
|-----------------------|-------|--------|--------|--------|---------|------|--|---|--|
| RECIPIENT             | FSBR  | PACK   |        |        |         |      |  |   |  |
| PARLIAMENTARY SECTION | 6     |        | 1      |        |         |      |  | 2 |  |
| FP (SPARE)            | 10    |        | FROM   | HMGO   |         |      |  |   |  |
| SCOTLAND              |       | 6      | FROM   | CHANCE | LORS OI | FICE |  |   |  |
| TOTAL                 | 16    | 6      |        |        |         |      |  |   |  |
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|                       | R III |        |        |        |         |      |  |   |  |
|                       |       |        |        |        |         |      |  |   |  |



Tomy

Budget Day documents





- You night like to contact people direct ie. F.P. Party - Section, myself ?

Thomas . Reter Golwards 2/2/88.

Brin: Could you check names in Item (104) MR. B. Dyer. (AD phones PS/IR, PS/C&E & Bank to arrange that these AD messengers come to the Chancellor's Registry.) At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command HB Papers and Press Notices to be issued to HB for allocation to members of IDT (Copies of Brief will be send direct to RA by EB for monitoring SK teams.) (102)At 12.30 p.m. Committee Section to pack for IDT: RR/PE - 517 copies of Speech (supplied by CRU) - 487 copies of FSBR - 487 copies of other Depts'. Budget Press Notices - 547 copies of Snapshot - 623 copies of Tsy Press Notices (103 copies for Treasury Mailing list) - 467 Cmnd Papers (CST Summary and Guide) in pre-addressed envelopes (provided by PE) for Press and other callers to collect (103)1 set each of Speech, Snapshot, FSBR, Resolutions, Command AD Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW. 1 set each of Speech, FSBR, and Command Papers in sealed (104)MW/AD/RS envelopes addressed to: Wakeham Leader of the House of Commons: (Mr Biffen) Lord Belstean Leader of the House of Lords: (Viscount Whitelaw) Leader of the Opposition (Rt. Hon. N Kinnock MP) Shadow Chancellor (Rt. Hon. R Hattersley MP) Rt How I Smith MP Chancellor's PPS (Mr N Forman MP) Rt Hon D Steel MP Speech Rt Hon R Maclennøn MP Rt Hon J Molyneaux MP Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command Papers) Sir William Clark MP (Chairman of Conservative Finance Committee) Mr Sheldon MP, Chairman PAC Rt. Hon. T Higgins MP, Chairman TCSC Mr M Neubert MP (Treasury Whip) The Hon MLennox Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen Boyd MP to be given to MW to take with her to Mr Forman's room, for member of Parliamentary Section to guard over and for Mr Forman and other PPS's to pick up directly after speech and give to those concerned. (105)Take Gladstone Box to Chancellor. Make up package consisting of AA/AD 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. Budget Day: After lunch

(106) 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. AD/Chancellor's Office

1988 Budget Documents

MRS S Williamson 48A14 I would be grateful if you. Could complete the table below for the HMT LIDRARY CHIANCELLOR'S OFFICE TONY DIGHT X5012

| REQUIRED BY           | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | SECTIONED<br>SPEECH | SNAPSHOT    | RESOLUTION | F6BR           | CST<br>SUMMARY<br>+ GUIDE | HMT<br>PREGS<br>NOTICES | OTHER DEP<br>PRESS<br>NOTICES | E PR<br>Supplement | BUDGET | Rm 14/2 |
|-----------------------|---------------------|-----------------|---------------------|-------------|------------|----------------|---------------------------|-------------------------|-------------------------------|--------------------|--------|---------|
|                       |                     |                 |                     |             |            |                |                           |                         |                               |                    |        |         |
| CHANCELLORS OFFICE    |                     |                 |                     |             |            |                |                           | a start                 |                               |                    |        |         |
| IDT                   |                     |                 |                     |             |            |                |                           |                         |                               |                    |        |         |
| PARLIAMENTARY GECTION |                     |                 |                     | Sec.        |            | Several Second |                           |                         |                               |                    |        |         |
| FP                    |                     |                 |                     |             |            |                |                           |                         |                               |                    |        |         |
| EB                    | 2.0                 |                 |                     |             |            |                |                           |                         |                               |                    |        | 1       |
| *HMT LIBRARY          | 1                   | 11              | 10                  | 2           | 2          |                |                           |                         |                               |                    |        |         |
| TOTAL                 |                     |                 |                     |             |            |                |                           |                         |                               | 2                  | 2      |         |
| SUPPLIED BY:          |                     |                 |                     | <b>教</b> 事要 |            |                |                           |                         |                               |                    |        |         |
| CHANCELLORS OFFICE    |                     |                 |                     |             |            |                |                           |                         |                               |                    |        |         |
| HMGO (FPORDER)        |                     |                 |                     |             |            |                |                           |                         |                               |                    |        |         |
| HMGO (GEP ORDER)      |                     |                 | No.                 |             |            |                |                           |                         |                               |                    |        |         |
| PARLIAMENTARY COUNGEL |                     |                 |                     |             |            |                |                           |                         |                               |                    |        |         |
| HMT COMITTEE GECTION  | 1 and the second    |                 |                     | ph.         |            |                |                           |                         |                               |                    |        |         |
| EB<br>MACAULAY PRESS  |                     |                 |                     |             |            |                |                           |                         |                               |                    |        |         |
| TOTAL                 | 1                   |                 |                     |             |            |                |                           |                         |                               |                    |        |         |

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SNAPSHOT Resolutions EPR Supp Budget Brief

· 1988 Budget Dozuments.

MS L Hooson 99/2 I would be grateful if you Could complete the table below for EB Division Tony D XSO12

| REQUIRED BY           | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | BECTIONED<br>SPEECH | SNAPSHOT            | REGOLUTION | F6BR | CGT<br>Summary<br>+ Guide | HMT<br>PRE65<br>NOTICES | OTHER DEP<br>PRESS<br>NOTICES | EPR<br>Gupplement | BUDGET<br>BRIEF | Rm 14/2 |
|-----------------------|---------------------|-----------------|---------------------|---------------------|------------|------|---------------------------|-------------------------|-------------------------------|-------------------|-----------------|---------|
| CHANCELLORS OFFICE    |                     |                 |                     |                     |            |      |                           |                         |                               |                   |                 |         |
| IDT                   |                     |                 |                     | and a second second |            |      |                           |                         |                               |                   |                 |         |
| PARLIAMENTARY GECTION |                     |                 |                     |                     | 13.4       |      |                           |                         |                               |                   |                 |         |
| FP                    |                     |                 |                     |                     |            |      |                           |                         |                               |                   |                 |         |
| *EB                   |                     | 4               |                     | 3                   |            | 4    | 2                         | 3                       | 2                             | 3                 |                 |         |
| HMT LIBRARY           |                     |                 |                     |                     |            | £7., |                           |                         |                               |                   |                 |         |
| TOTAL                 |                     | 行うなどの           |                     |                     |            |      |                           |                         |                               |                   |                 |         |
| SUPPLIED BY:          | ál. S               |                 |                     |                     |            |      |                           |                         |                               |                   |                 |         |
| CHANCELLORS OFFICE    | States              |                 |                     |                     |            |      |                           |                         |                               |                   |                 |         |
| HMGO (FPORDER)        |                     |                 |                     |                     |            |      |                           |                         |                               |                   | Spart Co        |         |
| HMSO (GEP ORDER)      |                     |                 |                     | 修制                  |            |      |                           |                         |                               |                   |                 |         |
| PARLIAMENTARY COUNGEL | •                   | A State         |                     |                     |            |      |                           |                         |                               |                   |                 |         |
| HMT COMITTEE GECTION  |                     |                 |                     |                     |            |      |                           |                         |                               |                   |                 |         |
| EB<br>MACAULAY PRESS  |                     |                 |                     |                     |            |      |                           |                         |                               |                   |                 |         |
| TOTAL                 |                     |                 | 124                 | 1.1.4               |            |      |                           |                         |                               |                   |                 |         |

1988 Budget Documents

| 1988 Budget Occuments<br>REQUIREMENTS: FROM SOURCE<br>MR. R. Edwards 10/2<br>I would be grateful if<br>you could Complete the<br>table below for IDI<br>romp |                     |      |                     |          |             |      |                           |                         |           |        |          |       |  |
|--|---------------------|------|---------------------|----------|-------------|------|---------------------------|-------------------------|-----------|--------|----------|-------|--|
| REQUIRED BY  | unstapled<br>Speech |      | GECTIONED<br>SPEECH | SNAPSHOT | Resolutions | F6BR | CGT<br>SUMMARY<br>+ GUIDE | HMT<br>PRE65<br>NOTICES | OTHER DER | EPR    | BUDGET   |       |  |
| CHANCELLORS OFFICE   | 13                  | 553  | 75                  | 583      | 1           | 523  | 503                       | 659                     | 523       | (589 - | ->       |       |  |
| PARLIAMENTARY GECTION  |                     |      |                     |          |             |      |                           |                         |           |        |          |       |  |
| FP   |                     |      |                     |          |             |      |                           |                         |           |        |          |       |  |
| EB   |                     |      | A has               |          | 24          |      |                           |                         | 1. 234    |        |          |       |  |
| HMT LIBRARY  |                     |      |                     |          |             |      |                           |                         |           |        | a series |       |  |
| TOTAL  |                     |      |                     |          |             |      |                           |                         |           |        |          |       |  |
| SUPPLIED BY:   |                     |      |                     |          |             |      |                           |                         |           |        |          |       |  |
| CHANCELLORS OFFICE   |                     | 1.02 |                     |          |             |      |                           |                         |           |        |          |       |  |
| HMGO (FPORDER)   |                     |      | See 1               |          |             |      |                           |                         |           |        |          |       |  |
| HMSO (GEP ORDER)   |                     |      |                     |          |             |      |                           |                         |           |        |          |       |  |
| PARLIAMENTARY COUNGEL  |                     |      | 14                  |          |             |      |                           |                         |           |        |          | A Ann |  |
| HMT MANITTEE GECTION   |                     |      |                     |          |             |      |                           |                         |           |        |          |       |  |
| EB<br>MACAULAY PRESS<br>TOTAL  |                     |      |                     |          |             |      |                           |                         |           |        |          |       |  |

· 1988 Budget Documents.

MR K. Gedqwick 44/1 I would be grateful if you Could Complete the table below for <u>FP Dwision</u> Tony D x SOIZ FGBR <u>SUMMARY</u> PREGS + GUIDE NOTICES NOTICES SUPPLEMENT BRIEF BUDGET RM/14,2 BUDGET BUDGET BUDGET BUDGET BUDGET BUDGET BUDGET

| REQUIRED BY           | UNSTAPLED<br>SPEECH                   | WHOLE<br>SPEECH | SPEECH | SNAPSHOT | REGOLUTIONS | F6BR | CGT<br>SUMMARY<br>+ GUIDE | HMT<br>PREGS<br>NOTICES | OTHER DEP<br>PRESS<br>NOTICES | E PR<br>Supplement | BUDGET<br>BRIEF                          | RM/14,2  |
|-----------------------|---------------------------------------|-----------------|--------|----------|-------------|------|---------------------------|-------------------------|-------------------------------|--------------------|--|--|
|                       |                                       |                 |        |          |             |      |                           |                         |                               |                    |  | BURGON   |
| CHANCELLORS OFFICE    | · · · · · · · · · · · · · · · · · · · |                 |        |          |             |      |                           |                         |                               |                    |  | BRIEF  |
| IDT                   |                                       |                 |        |          |             |      |                           |                         | a star i companya ang         |                    |  |  |
| PARLIAMENTARY SECTION |                                       |                 |        |          |             |      |                           |                         | 1 A                           |                    |  |  |
| *FP                   |                                       | 10              |        | 10       | 3           | 10   | 3                         | 3                       | 3                             | 10                 | 2600                                     | 2000   |
| EB                    |                                       |                 |        |          | u bar       |      |                           |                         |                               |                    |  | and the second |
| HMT LIBRARY           |                                       |                 | AL S   |          |             |      |                           |                         |                               |                    |  |  |
| TOTAL                 |                                       |                 |        |          |             |      |                           |                         |                               |                    | 建設                                       |  |
| SUPPLIED BY:          | 100                                   |                 |        |          |             |      |                           |                         |                               |                    | Wi Pa                                    | A CARE AND A STREET  |
| CHANCELLORS OFFICE    |                                       | il per          |        |          |             |      |                           |                         |                               |                    |  |  |
| HMGO (FPORDER)        |                                       | 1 Area          |        |          |             |      |                           |                         | 1 Star                        |                    |  |  |
| HMSO (GEP ORDER)      |                                       |                 |        |          |             |      |                           |                         |                               |                    | n an |  |
| PARLIAMENTARY COUNGEL |                                       |                 |        |          |             |      |                           |                         |                               |                    |  | 的目的  |
| HMT MITTEE GECTION    |                                       |                 |        |          |             |      |                           |                         |                               |                    |  |  |
| EB<br>MACAULAY PRESS  |                                       |                 |        |          |             |      |                           |                         |                               |                    |  |  |
| TOTAL                 |                                       |                 |        | 1 AL     | S. St.      |      |                           |                         | 1. Parks                      | Castle Se          |  |  |

· 1988 Budget Documents

| REQUIREMENTS   | D: FRO              | om S            | OURCE               |          |            |      |                           |                         | the gran                      |                   | Tony            |                            |
|--|---------------------|-----------------|---------------------|----------|------------|------|---------------------------|-------------------------|-------------------------------|-------------------|-----------------|----------------------------|
| REQUIRED BY  | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | GECTIONED<br>SPEECH | SNAPSHOT | REGOLUTION | FGBR | CGT<br>SUMMARY<br>+ GUIDE | HMT<br>PREGS<br>NOTICES | OTHER DEP<br>PRESS<br>NOTICES | EPR<br>Supplement | BUDGET<br>BRIEF | RM14/2                     |
| CHANCELLORS OFFICE -   |                     |                 |                     |          | *2         |      |                           |                         |                               |                   |                 | * 4 Pack As<br>8 * Pack Bs |
| * PARLIAMENTARY SECTION  | 0                   | X               | 0                   | 1150     | *          | *    | *                         | 1150                    | 1150                          | 1150              | X               | ¥                          |
| FP<br>EB<br>Estimates cleak<br>HMT LIBRARY<br>TOTAL<br>SUPPLIED BY:<br>CHANCELLORS OFFICE<br>HMGO (FP ORDER)<br>HMGO (GEP ORDER)<br>PARLIAMENTARY COUNGEL<br>HMT MITTEE GECTION<br>EB<br>MACAULAY PRESS<br>TOTAL |                     |                 |                     |          |            | Gr   | - St                      |                         |                               |                   |                 |                            |

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#### RESPONSIBILITIES FOR DISTRIBUTION : IDT

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| RESPONSIBILITIES F  | OR DIS   | TRIBUTI                                   | ON: 1                              | DI                                      |   | A THE P                                      |  |  |  |  |
|---|--|---|------------------------------------|---|---|--|--|--|--|--|
| RECIPIENT   | WHOLE  | <b>Бил</b> ренот                          |                                    | COT<br>Summary<br>GUIDE                 | HMT<br>PRESS<br>Notices                       | OTHER DEPT<br>PRESS<br>NOTICES               | e pr<br>Supplement                           |  |  |  |
| PRESS GALLERY<br>OVERSEAS REPS<br>FLEET ST PRESS<br>NON - PRESS<br>DEPT'S PRESS OFFICES<br>HMT MAIL LIST<br>(IDT, SPARES, INCL)<br>ENQUIRY ROOM)<br>FF IG | 105<br>10<br>165<br>220<br>18<br>-<br>15<br>20 | 130<br>10<br>165<br>220<br>18<br>20<br>20 | 70<br>165<br>220<br>18<br>30<br>20 | 70<br>-<br>165<br>270<br>18<br>10<br>20 | 70<br><br>165<br>220<br>18<br>116<br>50<br>20 | 70<br>-<br>165<br>220<br>18<br>-<br>30<br>20 | 70<br><br>(65<br>220<br>(8<br>(16)<br><br>20 |  |  |  |
| TOTAL   | 553  | 583                                       | 523                                | 503                                     | 659   | 523  | 589.   |  |  |  |
|   |  |   |                                    |   |   |  |  |  |  |  |

188 Budget Documents

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| 188 Budget        |                     |                 |                     |          |            | Ŵ    | yd  | -   | MR.<br>I W  | P. Edeo | e grate           | olz<br>ul if      |  |
|-------------------|---------------------|-----------------|---------------------|----------|------------|------|-----|-----|---|---------|-------------------|-------------------|--|
| QUIREMENTS        | $rac{1}{rac}$       | M 5             | OURCE               |          |            | Ĺ    |     |     | MR. P. Edwards 110/2<br>I would be grateful if<br>you could complete the<br>tuble below for IDI<br>Tomp |         |                   |                   |  |
| WIRED BY          | UNSTAPLED<br>SPEECH | WHOLE<br>SPEECH | GECTIONED<br>SPEECH | SNAPSHOT | RESOLUTION | F6BR | CGT | HMT | OTHER DEP   | EPR     | BUDGET<br>T BRIEF | × 5012<br>Rm 14/2 |  |
| CELLORG OFFICE    | iz                  | 553             | *5                  | 583      | -          | 523  | 503 | 659 | 523   | (589-   |                   |                   |  |
| IAMENTARY SECTION |                     |                 |                     |          |            |      |     |     |   |         |                   | _                 |  |
|                   |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| LIBRARY           |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| TOTAL             |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| PLIED BY:         |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| CELLORS OFFICE    |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| O (FP ORDER)      |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| O (GEP ORDER)     |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| AMENTARY COUNGEL  |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| COMMITTEE GECTION |                     |                 |                     |          |            |      |     |     |   |         |                   |                   |  |
| ULAY PRESS        |                     |                 |                     |          |            |      |     |     | .ť  |         |                   |                   |  |