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PART A



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PART A

1988 BUDGET AIDE MEMOIRE

DD's 25 years NAGU3 10/11/95

PO -CH /NL/0337

PART A

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2-2-88



*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 Dight*

*Thanks. A few changes. Mr Allan may have more on the timing of the different versions of the speech. Get me know if 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:

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

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

*A A Dight*  
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)



ACTIONPreparation 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 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 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).                   | JTH/MW          |
| (4)  | Arrange for sufficient 1075 machines, stocks of paper <u>and a 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. 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).<br>Check with EOG (David Lodge) for overnight accomodation to be provided. | AD              |
| (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).   | 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 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

- |      |  |                 |
|------|--|-----------------|
| (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 <u>Tuesday, 23 February</u> . | 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 |
|------|--|-------|



- (14) JF to organise arrangements for Budget Box photograph. JF
- (15) Lraft of T.V. Broadcast to be produced and circulated to other Ministers for comment. RA/AA
- (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). SP/TB/PE/MW/BD
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124. Chancellor's Office

**Week before Budget**

- (18) Budget Box photograph at HMT. JF
- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz: AD

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

- |     |                       |                                    |
|-----|-----------------------|------------------------------------|
| (a) | NEDO (211 3000)       | )Each to have 3 (CBI to receive 4) |
|     | CBI (379 7400)        | )copies of Speech,                 |
|     | TUC (636 4030)        | )Snapshot, FSR, Command Papers     |
|     | NICG (235 2020)       | and                                |
|     | Conservative Research | )any Press Notices + 1 Resolution  |
|     | Dept (222 9000)       | for 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. JW/TD

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

- (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 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.

- (21) Check with FP/GE & MW precisely which documents will be in Budget package (eg. any Command Papers), and let RR know. AD/RR
- (22) AD to check despatch arrangements with Foreign Office (May Gibson 210-6128) for guidance telegram to overseas posts on Budget Day. AD
- (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. RR
- (24) BD to write to Vote and Printed Paper office concerning 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 to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator) JF
- (29) EPR Supplement to printer RA
- (30) EB to receive Chancellor's comments on drafts of key briefs. 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 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 for 11 and 14 March.  | AD/RR           |
| (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. | 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 Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex.                            | Comm Section/AD |

SATURDAY-MONDAYSaturday 12 March/Sunday 13 March

- |      |  |                        |
|------|--|------------------------|
| (48) | Collation of Press Notices by Committee Section and volunteers (NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are required by Parliamentary Section). | BP/RR                  |
| (49) | Book proofs of FSBR received by FP, 10.00 a.m., to be returned pm (copied to Chancellor).  | TB                     |
| (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
- 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 (6), Deputy Secretaries (7), Mr Culpin, Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call, Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.

(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. CE  
IDT sign off EPR proof 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 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. 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

(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  
Office

(67) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. AA/PS

(68) Final check of Backbenchers' Brief by EB. PC/EB

(69) Produce index for speech. Chancellor's  
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 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 Office
- Chancellor
  - Prime Minister
  - Other Treasury Ministers (4) See Annex
  - Officials and Advisers (18)
  - Private Secretaries (4, including AH)
  - 2 copies for CH/EX's office
- (77) CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. And CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU
- (78) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/CT

**BUDGET 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 BofE know so that they can send a messenger to collect. (Brief may not be ready until very late). AD
- (82) Order taxis to take <sup>AH</sup> MW & 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). 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 Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production 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 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) AD/KS
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies. RE
- (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. MW
- (92) Prepare packages as follows: Chancellor's Office
- (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 page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Sue Tinson, ITN Budget Programme
    2. Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)
- (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 page-by-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. James Long: BBC Economics Editor.



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

(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:-

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 (..... to collect)

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

Mr Douglas Moffit,  
Economic Editor, LBC

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

(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.

(l) 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.

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

SM

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(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).

AD/TB/SK

(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).

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):- 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. 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. MW/BD
- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament. TB/BD
- (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:- Chancellor's Clerks

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)

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

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.

BD

AA/AD

- \* 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 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 Papers and Press Notices to be issued to HB for allocation to 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
- 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 Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW. AD
- (104) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to: AH  
MW/AD/RS
- X Leader of the House of Commons: (Mr <sup>Wakeham</sup> Biffen)
- Leader of the House of Lords: (~~Viscount Whitelaw~~) Lord Belstead
- X Leader of the Opposition (Rt. Hon. N Kinnock MP)
- X Shadow Chancellor (Rt. Hon. ~~R Hattersley MP~~) J. Smith MP
- Chancellor's PPS (Mr N Forman MP)
- Rt Hon D Steel MP )
- Rt Hon R Maclennan MP ) Speech
- Rt Hon J Molyneaux MP ) Only
- 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
- X to be given to <sup>AH</sup> MW to take with <sup>him</sup> 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 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. 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



- (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. JW
- (109) Chancellor + Mrs Lawson photocall outside No.11 before going to House. JF
- (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. RR/PE
- (111) Ensure all officials covering the Official Box have copies of the brief. SK  
 IDT to collect packages (see item 102) from Committee Section JF
- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill: IDT
- (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech. JF
- (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 RS
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates 1988-89 Summary & Guide. RS
- (115) During Speech: Note changes from typed version. AH MW
- At end of Speech
- (116) Set to go to Leader or Deputy Leader of the House of Lords (see Item 104). MW
- (117) TB to phone KS in Scotland to authorise release of documents. TB
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106). AD



(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.

JW/TD/TB

(120) Check Hansard.

AH

(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)

MW/RA

(122) Send copies as follows:-

JW

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
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 any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords.

AD/RS

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

AD/RS

(124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

BD

CHANCELLOR'S OFFICE



# ANNEX I

RECIPIENTS	UNSTAGED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
NEDS	-	3	-	3	-	3	3	3	3	3	-
NEDO	-	3	-	3	-	3	3	3	3	3	-
TUC	-	4	-	4	1	4	4	4	4	4	-
CBI	-	1	-	1	-	1	1	1	1	1	-
CONSERVATIVE RESEARCH DEPT.	-	16	-	16	-	16	16	16	16	16	-
DIPLOMATIC MISSIONS (16)	-	5	-	5	-	5	5	5	5	5	-
TCSC	-	6	-	6	-	6	6	6	6	6	-
SCOTLAND	-	-	30	30	-	-	-	-	-	-	-
PRESS GALLERY	2	2	16	2	-	2	2	2	2	2	-
ITN	2	2	11	2	-	2	2	2	2	2	-
BBC TV	1	2	11	2	-	2	2	2	2	2	-
BBC RADIO	1	1	5	1	-	1	1	1	1	1	-
IRN	1	1	-	1	-	1	1	1	1	1	-
REUTERS	1	1	-	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	1	1	1	-	1	1	1	1	1	-
LEEFAX	1	1	1	1	-	1	1	1	1	1	-
PARLIAMENTARY SECTION	-	2	-	1	-	7	1	7	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
SPEAKER	-	1	-	1	1	1	1	1	1	1	-
CHIEF WHIP	-	1	-	1	1	1	1	1	1	1	-
HMT OFFICIALS (19)	-	19	-	19	19	20*	19	19	19	19	-
N. IRELAND OFFICE	-	1	-	1	1	1	1	1	1	1	-
MR BATHILL TK	-	1	-	1	1	1	1	1	1	1	-
SIR A FRANK - CTE	-	1	-	1	1	1	1	1	1	1	-
CONJUNCT TABLE (6)	-	6	-	6	6	6	6	6	6	6	-
INLAND LEADERS (6)	-	6	-	6	6	6	6	6	6	6	-
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10

\* ANNEX III



RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
BANK 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	1	-	-	-	-
CH/EX, AA, AK, AH + CR (5)	-	5	-	5	5	5	5	5	5	5	5
SIMON WOODALL	1	-	-	-	-	-	-	-	-	-	-
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 P LILLET MP	-	1	-	-	-	1	1	-	-	-	-
MR CHRISTOPHER (IRLF)	-	1	-	-	-	1	1	-	-	-	-
SIR W CLARK MP	-	1	-	-	-	1	1	-	-	-	-
MR R SHELDON MP	-	1	-	-	-	1	1	-	-	-	-
MR M NEWBERT MP	-	1	-	-	-	1	1	-	-	-	-
MR T UNWEL-JONES MP	-	1	-	-	-	-	-	-	-	-	-
ARINER (H.M. Fin, CH, CST, LA, PS)	-	17	-	-	-	-	-	-	-	-	-
HANSARD	-	1	-	-	-	-	-	-	-	-	-
NET PRINTED PAPER OFFICE	-	-	-	1150	-	-	-	1150	1150	1150	-
TABLE OFFICE	-	2	-	2	2	2	2	2	2	2	-
LANCASTER (WASHINGTON)	-	1	-	3	3	3	3	3	3	3	1
BOSTON (BRUSSELS)	-	1	-	3	3	4	3	3	3	3	1
DIRECTOR BIS. (NEW YORK)	-	1	-	1	1	1	1	1	1	1	1
BRITISH EMBASSY, PARIS	-	1	-	1	1	1	1	1	1	1	1
UNWEL, OECD	-	1	-	1	1	1	1	1	1	1	1
H/C LIBRARY	-	4	-	4	-	4	4	4	4	4	-
H/L LIBRARY	-	4	-	4	-	4	4	4	4	4	-
HMT LIBRARY	-	-	-	-	-	25	87	-	-	-	-
BUTTECHS/BETS	-	-	-	-	2	-	-	-	-	-	-
SUB-TOTAL (ii)	1	572	-	1727	24	553	594	1803	1667	1753	10
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10
TOTAL	14	672	75	1856	65	669	691	1912	1770	1852	20



## ANNEX II

## REQUIREMENTS : FROM SOURCE

<u>REQUIRED BY:</u>	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET 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						15 (incl. 9 spare)						
EB											170	
HMT LIBRARY						25	87					
TOTAL	14	672	75	1856	65	678	691	1912	1770	1852	190	
<u>SUPPLIED BY:</u>												
CHANCELLOR'S OFFICE	14	155	75	159								
HMSO (FP ORDER)						678						
HMSO (GEP ORDER)							691					
PARLIAMENTARY COUNSEL					65							
HMT COMMITTEE SECTION		517		1697				1912	1770		170	
EB											20	
MAULAY PRESS										1852		
TOTAL	14	672	75	1856	65	678	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 SUMMARY + GUIDE, HMTPN'S  
OGDPN'S, EPR

PACKAGE C: SPEECH, FSBR, CST SUMMARY + GUIDE

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
NEDO	-	✓(3)	-		TO BE COLLECTED FROM ENQUIRY ROOM AFTER SPEECH. 'X'
TUC	-	✓(3)	-		
CBI	-	✓(4)	-	+ 1 RESOLUTION	
NICG	-	✓	-		
CONSERVATIVE RESEARCH DEPT	-	✓	-		
AUSTRALIAN H.C.	-	✓	-		
NEW ZEALAND H.C.	-	✓	-		
CANADIAN H.C.	-	✓	-		
JAPANESE EMBASSY	-	✓	-		
U.S. EMBASSY	-	✓	-		
FRENCH EMBASSY	-	✓	-		
W. GERMAN EMBASSY	-	✓	-		
LUXEMBOURG EMBASSY	-	✓	-		
BELGIAN EMBASSY	-	✓	-		
DANISH EMBASSY	-	✓	-		
IRE EMBASSY	-	✓	-		
ITALIAN EMBASSY	-	✓	-		
GREEK EMBASSY	-	✓	-		
NETHERLANDS EMBASSY	-	✓	-		
SPANISH EMBASSY	-	✓	-		
PORTUGUESE EMBASSY	-	✓	-		
TCSC	-	✓(5)	-		IF2 COLLECT PACKAGES FROM CHANCELLOR'S OFFICE AT 3.30 pm. IF2 DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN THE CHANCELLOR SITS DOWN
SCOTLAND	-	✓(6)	-		
PRESS GALLERY	-	-	-	30 x SECTIONED SPEECH, 30 x SNAPSHOT	
PA GALLERY	-	-	-	1 x UNSTAPLED	
ITN	-	-	-	16 x SECTIONED SPEECH, 2 x UNSTAPLED	
JOE TINSON, ITN BUDGET PRODUCTIONS	-	✓	-		
ECONOMICS EDITOR, CHANNEL 4	-	✓	-		
BBC TV	-	-	-	11 x SECTIONED SPEECH, 2 x UNSTAPLED	
PRODUCER, BBC BUDGET PRODUCTIONS	-	✓	-		
AMES LONG, BBC ECONOMICS EDITOR	-	✓	-		
					TO K.S. BY 11.00 am
					TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH



† SIR P MIDDLETON (3x FSBR), SIR T BURNS (2x FSBR).  
 MR J ANSON, SIR G LITTLE, MR Scholier  
 MR BYATT, MR Kemp, MR A WILSON, Miss Huelle  
 MRC Kelly (2x FSBR), MR MINUK, MR CUPPIN  
 MISS PEIRSON, MR RIG Allen, MR Pickford  
 MISS C EVANS, MR CROPPER (3x FSBR), MR TYRE  
 MR M Call (2x FSBR)

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
BBC RADIO	-	-	-	11x SECTIONED SPEECH, 1x UNSTAPLED	<p>TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH</p> <p>BY 12.30 pm (AA TO AUTHORISE RELEASE)</p> <p>TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN</p>
BBC ECONOMICS CORRESPONDENT	-	✓	-		
PRODUCER, PM BUDGET SPECIAL	-	✓	-		
IRN	-	-	-	5x SECTIONED SPEECH, 1x UNSTAPLED	
DONALD MOFFIT, ECONOMICS EDITOR	-	✓	-		
REUTERS	-	-	-	1x UNSTAPLED	
DAVID KEEFE, REUTERS	-	✓	-		
AP DON JONES	-	-	-	1x UNSTAPLED	
MR GITTLE, AP DON JONES	-	✓	-		
PA NEWSROOM	-	-	-	1x UNSTAPLED	
FT NEWSROOM	-	-	-	1x UNSTAPLED	
DAVID WALKER, NEWS EDITOR, FT	-	✓(2)	-		
ORACLE	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
PETER HALL, EDITOR, ORACLE	-	✓	-		
CEEFAX	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
DAVID WILSON, MANAGER TELETEXT	-	✓	-		
PRIME MINISTER (+NDIO)	-	✓(6)	-	4x HMT/PM'S, 4x OGDON'S, 6x BUDGET BRIEF	
CH/EX, AA, AK, AH + CR	✓(5)	-	-	5x BUDGET BRIEF	
HMT MINISTERS	✓(4)	-	-	2x FSBR FOR EACH MINISTER	
HMT OFFICIALS +	✓(16)	-	-		
N. IRELAND OFFICE	✓	-	-		
MR A BATTISHILL - IR	✓	-	-		
SIR A FRASER - C+E	✓	-	-		
INLAND REVENUE	✓(6)	-	-		
CUSTOMS + EXCISE	✓(6)	-	-		
BANK OF ENGLAND	✓(6)	-	-		
LEADER H/C (BIFREN)	-	-	✓		
LEADER H/L (WHITELOW)	-	-	✓		
LEADER, OPPOSITION (KINNOCK)	-	-	✓		
SHADOW CHANCELLOR (HATTERSLEY)	-	-	✓		



RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
RT. HON. T HIGGINS MP	-	-	✓		TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN
MR N FORMAN MP	-	-	✓		
MR CHRISTOPHER (IRSF)	-	-	✓		
MR R SHELDON MP	-	-	✓		
SIR W CLARK MP	-	-	✓		
MR M NEWBOLT MP	-	-	✓		TO BE DESPATCHED WHEN CHANCELLOR SITS DOWN VIA MH BY 3.15 pm FOR PAGE-BY-PAGE DISTRIBUTION
MR T GAREL-JONES MP	-	-	-	1 x SPEECH (FOR HM QUEEN)	
ABINET (BILL. PM, CH, CT, LFC+LPS)	-	-	-	17 x SPEECH	
HANSARD	-	-	-	1 x SPEECH	
MR T LANCASTER (WASHINGTON)	✓(2)	-	-	ONLY 1 x SPEECH, 1 x BUDGET BRIEF	
MR O COSTOCK (BRUSSELS)	✓(3)	-	-	4 x FSR, 1 x BUDGET BRIEF	
DIRECTOR BIS. (NEW YORK)	✓	-	-		
BRITISH EMBASSY, PARIS	✓	-	-		
UKCEL, OECD	✓	-	-		
SPEAKER	✓	-	-		
CHIEF WHIP	✓	-	-		BY 12.30 pm (VIA GO)
BRIAN DYER (FOR FS/SPEAKER)	-	-	-	1 x SPEECH	TO RS BY 3.00 pm
TABLE OFFICE	✓(2)	-	-		
H/C LIBRARY	-	✓(4)	-		
H/L LIBRARY	-	✓(4)	-		
BUTTERWORTHS	-	-	-	2 x RESOLUTIONS	



# RESPONSIBILITIES FOR DISTRIBUTION : IDT

RECIPIENT	WHOLE SPEECH	SNAPSHOT	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT					
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	10	10	-	-	-	-	-					
FLEET ST. PRESS	150	150	150	150	150	150	150					
NON-PRESS	200	200	200	200	200	200	200					
DEPT'S PRESS OFFICES	17	17	17	17	17	17	17					
HMT MAIL LIST	-	-	-	-	116	-	116					
IDT, SPARES, INCL. ENQUIRY COM	15	20	30	10	50	30	-					
FFJG	20	20	20	20	20	20	20					
TOTAL	517	547	487	467	623	487	573					



# RESPONSIBILITIES FOR DISTRIBUTION: PARLIAMENTARY SECTION

RECIPIENT												
PS / SPEAKER SPEAKER CHIEF WHIP	1 x SPEECH PACK 'A' PACK 'A'											
JOURNAL OFFICE	6 x FSR 6 x CST SUMMARY + GUIDE											
TABLE OFFICE	2 x PACK 'A'											
VOTE + PRINTED PAPER OFFICE	1150 x SNAPSHOT 1150 x HMT/PSN'S 1150 x OGD/PSN'S 1150 x EPR SUPPLEMENT											
BUTTERWORTHS	2 x RESOLUTIONS											
H/C LIBRARY H/L LIBRARY	4 x PACK B 4 x PACK B											

TO BE GIVEN TO RD BY CHANCELLOR'S OFFICE

- FROM FP  
- FROM ESTIMATES CLERK

FROM COMMITTEE SECTION

- FROM CHANCELLOR'S OFFICE

FROM CHANCELLOR'S OFFICE







# HMT officials to receive Budget Pack.

SIR P Middleton 3x FSBR

SIR T Burns 2x FSBR

MR J Anson

SIR G Litter

SIR T Burns

\* Dame Anne Mueller

MR Scholar

\* MR Lankester

MR I Byatt

MR Monck

SIR A Wilson

MR Kemp

MR Culpin

Miss Pearson

MR R.I.G. Allen

MR Pickford

\* MR C Kelly 2x FSBR

Miss C Evans

MR Cropper 3x FSBR

MR Tyne  
MR Edlin

Pack(A)  
speech  
Snapshot  
Resolutions  
FSBR  
Summ + Guide  
EPR  
Preps  
Notices

22

\* MR Odling Smee





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

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

*A A Dight*  
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)



ACTIONPreparation 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 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 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).                   | JTH/MW          |
| (4)  | Arrange for sufficient 1075 machines, stocks of paper <u>and a 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. 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).<br>Check with EOG (David Lodge) for overnight accomodation to be provided. | AD              |
| (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).   | 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 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

- |      |  |                 |
|------|--|-----------------|
| (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 <u>Tuesday, 23 February</u> . | 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 |
|------|--|-------|



- (14) JF to organise arrangements for Budget Box photograph. JF
- (15) Draft of T.V. Broadcast to be produced and circulated to other Ministers for comment. RA/AA
- (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). SP/TB/PE/MW/BD
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124. Chancellor's Office

**Week before Budget**

- (18) Budget Box photograph at HMT. JF
- (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: AD

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

- |     |                                       |  |
|-----|---------------------------------------|--|
| (a) | NEDO (211 3000)                       | )Each to have 3 (CBI to receive 4) copies of Speech, |
|     | CBI (379 7400)                        | )Snapshot, FSBR, Command Papers and                  |
|     | TUC (636 4030)                        | )any Press Notices + 1 Resolution for CBI            |
|     | 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) 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. JW/TD
- (c) RR to arrange shuttle flight for messenger to take package(s) to Scotland. RR

- (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 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.

- (21) Check with FP/GE & MW precisely which documents will be in Budget package (eg. any Command Papers), and let RR know. AD/RR
- (22) AD to check despatch arrangements with Foreign Office (May Gibson 210-6128) for guidance telegram to overseas posts on Budget Day. AD
- (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. RR
- (24) BD to write to Vote and Printed Paper office concerning 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 to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator) JF
- (29) EPR Supplement to printer RA
- (30) EB to receive Chancellor's comments on drafts of key briefs. 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 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 for 11 and 14 March.  | AD/RR           |
| (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. | 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 Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex.                            | Comm Section/AD |

SATURDAY-MONDAYSaturday 12 March/Sunday 13 March

- |      |  |                        |
|------|--|------------------------|
| (48) | Collation of Press Notices by Committee Section and volunteers (NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are required by Parliamentary Section). | BP/RR                  |
| (49) | Book proofs of FSBR received by FP, 10.00 a.m., to be returned pm (copied to Chancellor).  | TB                     |
| (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
- 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 (6), Deputy Secretaries (7), Mr Culpin, Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call, Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.

(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. CE  
IDT sign off EPR proof. 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 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. 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

(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 Office

(67) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. AA/PS

(68) Final check of Backbenchers' Brief by EB. PC/EB

(69) Produce index for speech. Chancellor's 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 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 Office
- Chancellor
  - Prime Minister
  - Other Treasury Ministers (4) See Annex
  - Officials and Advisers (18)
  - Private Secretaries (4, including AH)
  - 2 copies for CH/EX's office
- (77) CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. And CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU
- (78) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/CT

**BUDGET 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 BofE know so that they can send a messenger to collect. (Brief may 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. 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). 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 Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production 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 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) AD/KS
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies. RE
- (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. MW
- (92) Prepare packages as follows: Chancellor's Office
- (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 page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Sue Tinson, ITN Budget Programme
    2. Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)
- (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 page-by-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. James Long: BBC Economics Editor.



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

(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:-

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 (..... to collect)

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

Mr Douglas Moffit,  
Economic Editor, LBC

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

(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.

(l) 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.

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

SM

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(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).

AD/TB/SK

(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).

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):- 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. 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. MW/BD
- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament. TB/BD
- (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:- Chancellor's Clerks

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)

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

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.

BD

AA/AD

- \* 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 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 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 teams.)

HB

SK

- (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 Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW.

AD

- (104) 1 set each of Speech, FSBR, and Command Papers in sealed 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)

Shadow Chancellor (Rt. Hon. R Hattersley MP)

Chancellor's PPS (Mr N Forman MP)

Rt Hon D Steel MP )

Rt Hon R Maclellan MP ) Speech

Rt Hon J Molyneaux MP ) Only

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

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 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.

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



- (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. JW
- (109) Chancellor + Mrs Lawson photocall outside No.11 before going to House. JF
- (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. RR/PE
- (111) Ensure all officials covering the Official Box have copies of the brief. SK
- IDT to collect packages (see item 102) from Committee Section JF
- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill: IDT
- (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech. JF
- (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 RS
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates 1988-89 Summary & Guide. RS
- (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 Item 104). MW
- (117) TB to phone KS in Scotland to authorise release of documents. TB
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106). AD



- (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. JW/TD/TB
- (120) Check Hansard. AH
- (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) MW/RA
- (122) Send copies as follows:- JW

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

CHANCELLOR'S OFFICE



# ANNEX I

RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
NICO	-	3	-	3	-	3	3	3	3	3	-
NEDO	-	3	-	3	-	3	3	3	3	3	-
TUC	-	4	-	4	1	4	4	4	4	4	-
CBI	-	1	-	1	-	1	1	1	1	1	-
CONSERVATIVE RESEARCH DEPT.	-	16	-	16	-	16	16	16	16	16	-
DIPLOMATIC MISSIONS (16)	-	5	-	5	-	5	5	5	5	5	-
TCSC	-	6	-	6	-	6	6	6	6	6	-
SCOTLAND	-	-	30	30	-	-	-	-	-	-	-
PRESS GALLERY	2	2	16	2	-	2	2	2	2	2	-
ITN	2	2	11	2	-	2	2	2	2	2	-
BBC TV	1	2	11	2	-	2	2	2	2	2	-
BBC RADIO	1	1	5	1	-	1	1	1	1	1	-
IRN	1	1	-	1	-	1	1	1	1	1	-
REUTERS	1	1	-	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	1	1	1	-	1	1	1	1	1	-
CEEFAX	1	1	1	1	-	1	1	1	1	1	-
PARLIAMENTARY SECTION	-	2	-	1	-	7	1	7	1	1	-
PRIME MINISTER (+NO10)	-	6	-	6	-	6	6	10	10	6	6
HMT MINISTERS (4)	-	4	-	4	4	4	4	4	4	4	4
SPEAKER	-	1	-	1	1	1	1	1	1	1	-
CHIEF WHIP	-	1	-	1	1	1	1	1	1	1	-
HMT OFFICIALS (19)	-	19	-	19	19	30*	19	19	19	19	-
N. IRELAND OFFICE	-	1	-	1	1	1	1	1	1	1	-
MR BATTISHILL - IR	-	1	-	1	1	1	1	1	1	1	-
SIR A FRASER - CTE	-	1	-	1	1	1	1	1	1	1	-
CUSTOMS + EXCISE (6)	-	6	-	6	6	6	6	6	6	6	-
INLAND REVENUE (6)	-	6	-	6	6	6	6	6	6	6	-
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10

\* ANNEX III



RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMAT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPIC SUPPLEMENT	BUDGET BRIEF
BANK 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	1	-	-	-	-
CH/EX, AA, AK, AH + CR (5)	-	5	-	5	5	5	5	5	5	5	5
SIMON WOODALL	1	-	-	-	-	-	-	-	-	-	-
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 P LILLET MP	-	1	-	-	-	1	1	-	-	-	-
MR CHRISTOPHER (IRSF)	-	1	-	-	-	1	1	-	-	-	-
SIR W CLARK MP	-	1	-	-	-	1	1	-	-	-	-
MR R SHELDON MP	-	1	-	-	-	1	1	-	-	-	-
MR M NEUBERT MP	-	1	-	-	-	1	1	-	-	-	-
MR T OAREL-JONES MP	-	1	-	-	-	-	-	-	-	-	-
CABINET (EXCL. PM, CH, CST, LFC, LPS)	-	17	-	-	-	-	-	-	-	-	-
HANSARD	-	1	-	-	-	-	-	-	-	-	-
VOIE + 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
BOSTOCK (BRUSSELS)	-	1	-	3	3	4	3	3	3	3	1
DIRECTOR BIS. (NEW YORK)	-	1	-	1	1	1	1	1	1	1	1
BRITISH EMBASSY, PARIS	-	1	-	1	1	1	1	1	1	1	1
UKDEL, OECD	-	1	-	1	1	1	1	1	1	1	1
H/C LIBRARY	-	4	-	4	-	4	4	4	4	4	-
H/L LIBRARY	-	4	-	4	-	4	4	4	4	4	-
HMT LIBRARY	-	-	-	-	-	25	87	-	-	-	-
BUTTERWORTHS	-	-	-	-	2	-	-	-	-	-	-
SUB-TOTAL (ii)	1	572	-	1727	24	553	594	1803	1667	1753	10
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10
TOTAL	14	672	75	1856	65	669	691	1912	1770	1852	20



## ANNEX II

## REQUIREMENTS: FROM SOURCE

<u>REQUIRED BY:</u>	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET 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						15 (INCL. 9 SPARE)					
EB											170
HMT LIBRARY						25	87				
TOTAL	14	672	75	1856	65	678	691	1912	1770	1852	190
<u>SUPPLIED BY:</u>											
CHANCELLOR'S OFFICE	14	155	75	159							
HMSO (FP ORDER)						678					
HMSO (GEP ORDER)							691				
PARLIAMENTARY COUNSEL					65						
HMT COMMITTEE SECTION		517		1697				1912	1770		170
EB											20
MACAULAY PRESS										1852	
TOTAL	14	672	75	1856	65	678	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 SUMMARY+GUIDE, HMTPN'S  
 OGDPN'S, EPR

PACKAGE C: SPEECH, FSBR, CST SUMMARY+GUIDE

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
NEDO	-	✓(3)	-		TO BE COLLECTED FROM ENQUIRY ROOM AFTER SPEECH. 'X'
TUC	-	✓(3)	-		
CBI	-	✓(4)	-	+ 1 RESOLUTION	
NICG CONSERVATIVE RESEARCH DEPT	-	✓	-		IN ADVANCE VIA MR MONCK/MR WYNN OWEN
AUSTRALIAN H.C.	-	✓	-		SEE 'X' ABOVE
NEW ZEALAND H.C.	-	✓	-		
CANADIAN H.C.	-	✓	-		
JAPANESE EMBASSY	-	✓	-		
U.S. EMBASSY	-	✓	-		
FRENCH EMBASSY	-	✓	-		
W. GERMAN EMBASSY	-	✓	-		
LUXEMBOURG EMBASSY	-	✓	-		
BELGIAN EMBASSY	-	✓	-		
DANISH EMBASSY	-	✓	-		
IRE EMBASSY	-	✓	-		
ITALIAN EMBASSY	-	✓	-		
GREEK EMBASSY	-	✓	-		
NETHERLANDS EMBASSY	-	✓	-		
SPANISH EMBASSY	-	✓	-		
PORTUGUESE EMBASSY	-	✓	-		
TCSC	-	✓(5)	-		IF2 COLLECT PACKAGES FROM CHANCELLOR'S OFFICE AT 3.30pm. IF2 DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN THE CHANCELLOR SITS DOWN
SCOTLAND	-	✓(6)	-		
PRESS GALLERY	-	-	-	30 X SECTIONED SPEECH, 30 X SNAPSHOT	
PA GALLERY	-	-	-	1 X UNSTAPLED	TO K.S. BY 11.00 am
ITN	-	-	-	16 X SECTIONED SPEECH, 2 X UNSTAPLED	
SUE TINSON, ITN BUDGET PROGRAMME	-	✓	-		
ECONOMICS EDITOR, CHANNEL 4	-	✓	-		TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH
BBC TV	-	-	-	11 X SECTIONED SPEECH, 2 X UNSTAPLED	
PRODUCER, BBC BUDGET PROGRAMME	-	✓	-		
JAMES LONG, BBC ECONOMICS EDITOR	-	✓	-		



† SIR P MIDDLETON (3x F5BR), SIR T BURNS (2x F5BR)  
 MR J ANSON, SIR G LITTLE, MR Scholter  
 MR BYATT, MR Kemp, MR A WILSON, Miss Mueller  
 MR Kelly (2x F5BR), MR MANUK, MR Culpuz  
 MISS PEIRSON, MR RIG Allen, MR Pickford  
 MISS C EVANS, MR CROPPER (3x F5BR), MR TYRE  
 MR M Call (2x F5BR)

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
BBC RADIO	-	-	-	11x SECTIONED SPEECH, 1x UNSTAPLED	TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH
BBC ECONOMICS CORRESPONDENT	-	✓	-		
PRODUCER, PM BUDGET SPECIAL	-	✓	-		
IRN	-	-	-	5x SECTIONED SPEECH, 1x UNSTAPLED	
DOUGLAS MOFFIT, ECONOMICS EDITOR	-	✓	-		
REUTERS	-	-	-	1x UNSTAPLED	
DAVID KEEFE, REUTERS	-	✓	-		
AP DOW JONES	-	-	-	1x UNSTAPLED	
MR GITTLER, AP DOW JONES	-	✓	-		
PA NEWSROOM	-	-	-	1x UNSTAPLED	
FT NEWSROOM	-	-	-	1x UNSTAPLED	
DAVID WALKER, NEWS EDITOR, FT	-	✓(2)	-		BY 12.30 pm (AA TO AUTHORISE RELEASE)
ORACLE	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
PETER HALL, EDITOR, ORACLE	-	✓	-		
CEEFAX	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
DAVID WILSON, MANAGER TELETEXT	-	✓	-		
PRIME MINISTER (+ NO10)	-	✓(6)	-	4x HMT PN'S, 4x OGD PN'S, 6x BUDGET BRIEF	
CH/EX, AA, AK, AH+CR	✓(3)	-	-	5x BUDGET BRIEF	
HMT MINISTERS	✓(4)	-	-	2x F5BR FOR EACH MINISTER	
HMT OFFICIALS +	✓(18)	-	-		
N. IRELAND OFFICE	✓	-	-		
MR A BATTISHILL - IR	✓	-	-		TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN
SIR A FRASER - C+E	✓	-	-		
INLAND REVENUE	✓(6)	-	-		
CUSTOMS + EXCISE	✓(6)	-	-		
BANK OF ENGLAND	✓(6)	-	-		
LEADER H/C (BIFFEN)	-	-	✓		
LEADER H/L (WHITELAW)	-	-	✓		
LEADER, OPPOSITION (KINNOCK)	-	-	✓		
SHADOW CHANCELLOR (HATTERSLEY)	-	-	✓		



RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
RT. HON. T HIGGINS MP	-	-	✓		- TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN
MR N Forman MP	-	-	✓		
MR CHRISTOPHER (IRSF)	-	-	✓		
MR R SHELDON MP	-	-	✓		
SIR W CLARK MP	-	-	✓		
MR M NEUBERT MP	-	-	✓		
MR T GAREL-JONES MP	-	-	-	1 x SPEECH (FOR HM QUEEN)	- TO BE DESPATCHED WHEN CHANCELLOR SITS DOWN VIA MH BY 3.15 pm FOR PAGE-BY-PAGE DISTRIBUTION
CABINET (EXCL. PM, CH, CST, LRC+LPS)	-	-	-	17 x SPEECH	
HANSARD	-	-	-	1 x SPEECH	
MR T LANKESTER (WASHINGTON)	✓(3)	-	-	ONLY 1 x SPEECH, 1 x BUDGET BRIEF	- BY DIPLOMATIC BAG
MR O ROSTOCK (BRUSSELS)	✓(3)	-	-	4 x FSBR, 1 x BUDGET BRIEF	
DIRECTOR BIS. (NEW YORK)	✓	-	-		
BRITISH EMBASSY, PARIS	✓	-	-		
UKDEL, OECD	✓	-	-		
SPEAKER	✓	-	-		- BY 12.30 pm (VIA GO)
CHIEF WHIP	✓	-	-		
BRIAN DYER (FOR PS/SPEAKER)	-	-	-	1 x SPEECH	- TO RS BY 3.00 pm
TABLE OFFICE	✓(2)	-	-		
H/C LIBRARY	-	✓(4)	-		
H/L LIBRARY	-	✓(4)	-		
BUTTERNORTHS	-	-	-	2 x RESOLUTIONS	



# RESPONSIBILITIES FOR DISTRIBUTION : IDT

RECIPIENT	WHOLE SPEECH	SNAPSHOT	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT					
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	10	10	-	-	-	-	-					
FLEET ST. PRESS	150	150	150	150	150	150	150					
NON - PRESS	200	200	200	200	200	200	200					
DEPT.'S PRESS OFFICES	17	17	17	17	17	17	17					
HMT MAIL LIST	-	-	-	-	116	-	116					
IDT, SPARES, INCL. ENQUIRY ROOM	15	20	30	10	50	30	-					
FFJG	20	20	20	20	20	20	20					
TOTAL	517	547	487	467	623	487	573					











*Comments taken on  
Board*



*Flitton - we take*  
2. pmf

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

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

*A A Dight*  
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)



ACTIONPreparation 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 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 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).                   | JTH/MW          |
| (4)  | Arrange for sufficient 1075 machines, stocks of paper and <u>a 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. 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).<br>Check with EOG (David Lodge) for overnight accomodation to be provided. | AD              |
| (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).   | 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 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

- |      |  |                 |
|------|--|-----------------|
| (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 <u>Tuesday, 23 February</u> . | 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 |
|------|--|-------|



- (14) JF to organise arrangements for Budget Box photograph. JF
- (15) Draft of T.V. Broadcast to be produced and circulated to other Ministers for comment. RA/AA
- (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). SP/TB/PE/MW/BD
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124. Chancellor's Office

Week before Budget

- (18) Budget Box photograph at HMT. JF
- (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: AD

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

- (a) NEDO (211 3000) )Each to have 3 (CBI to receive 4 copies of Speech,
- CBI (379 7400) )Snapshot, FSBR, Command Papers and
- TUC (636 4030) )any Press Notices + 1 Resolution for CBI
- 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) 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. JW/TD
- (c) RR to arrange shuttle flight for messenger to take package(s) to Scotland. RR
- (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 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.

- (21) Check with FP/GE & MW precisely which documents will be in Budget package (eg. any Command Papers), and let RR know. AD/RR
- (22) AD to check despatch arrangements with Foreign Office (May Gibson 210-6128) for guidance telegram to overseas posts on Budget Day. AD
- (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. RR
- (24) BD to write to Vote and Printed Paper office concerning 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 to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator) JF
- (29) EPR Supplement to printer RA
- (30) EB to receive Chancellor's comments on drafts of key briefs. 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 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. Chancellor's Budget Broadcast meeting. PC/RA  
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 for 11 and 14 March. AD/RR
- (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. 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 Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex. Comm Section/AD

SATURDAY-MONDAYSaturday 12 March/Sunday 13 March

- (48) Collation of Press Notices by Committee Section and volunteers (NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are required by Parliamentary Section). BP/RR
- (49) Book proofs of FSBR received by FP, 10.00 a.m., to be returned pm (copied to Chancellor). TB
- (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 Office
- (53) EPR proof to printer (with Chancellor's comments). RA



- (54) Roll off and collate 36 copies of speech for: AD
- 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 (6), Deputy Secretaries (7), Mr Culpin, Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call, Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.

- (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. CE  
 IDT sign off EPR proof 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 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. 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
- (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 Office
- (67) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. AA/PS
- (68) Final check of Backbenchers' Brief by EB. PC/EB
- (69) Produce index for speech. Chancellor's 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 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 Office  
 - Chancellor  
 - Prime Minister  
 - Other Treasury Ministers (4) See Annex  
 - Officials and Advisers (18)  
 - Private Secretaries (4, including AH)  
 - 2 copies for CH/EX's office
- (77) CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. And CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU
- (78) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/CT

**BUDGET 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 BofE know so that they can send a messenger to collect. (Brief may 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. 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). 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 Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production 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

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) AD/KS
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies. RE
- (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. MW
- (92) Prepare packages as follows: Chancellor's Office
- (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 page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Sue Tinson, ITN Budget Programme
    2. Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)
- (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 page-by-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. James Long: BBC Economics Editor.



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

(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:-

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 (..... to collect)

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

Mr Douglas Moffit,  
Economic Editor, LBC

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

(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.

(l) 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.

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

SM

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(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).

AD/TB/SK

(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).

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):- 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. 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. MW/BD
- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament. TB/BD
- (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:-

Chancellor's Clerks

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)

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

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.

BD

AA/AD

- \* 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 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 Papers and Press Notices to be issued to HB for allocation to 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
- 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 Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW. AD

- (104) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to: MW/AD/RS

- Waker*
- Leader of the House of Commons: (Mr Biffen)
- Belsteel*
- Leader of the House of Lords: (Viscount Whitelaw)
- Leader of the Opposition (Rt. Hon. N Kinnock MP)
- Shadow Chancellor (Rt. Hon. ~~R Hattersley MP~~) *John Smith MP*
- Chancellor's PPS (Mr N Forman MP)
- Rt Hon D Steel MP )
- Rt Hon R Maclennan MP ) Speech
- Rt Hon J Molyneaux MP ) Only
- 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
- The Hon*  
*M. Lennox Boyd* → Mr M Neubert MP (Treasury Whip)
- 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 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 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. 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



- (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. JW
- (109) Chancellor + Mrs Lawson photocall outside No.11 before going to House. JF
- (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. RR/PE
- (111) Ensure all officials covering the Official Box have copies of the brief. SK  
IDT to collect packages (see item 102) from Committee Section JF
- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill: IDT
- (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech. JF
- (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 RS
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates 1988-89 Summary & Guide. RS
- (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 Item 104). MW
- (117) TB to phone KS in Scotland to authorise release of documents. TB
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106). AD



(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.

JW/TD/TB

(120) Check Hansard.

AH

(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)

MW/RA

(122) Send copies as follows:-

JW

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
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 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 Publishers.

AD/RS

AD/RS

(124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

BD

CHANCELLOR'S OFFICE



# ANNEX I

RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
NICO	-	3	-	3	-	3	3	3	3	3	-
NEDO	-	3	-	3	-	3	3	3	3	3	-
TUC	-	4	-	4	1	4	4	4	4	4	-
CBI	-	1	-	1	-	1	1	1	1	1	-
CONSERVATIVE RESEARCH DEPT.	-	16	-	16	-	16	16	16	16	16	-
DIPLOMATIC MISSIONS (16)	-	5	-	5	-	5	5	5	5	5	-
TCSC	-	6	-	6	-	6	6	6	6	6	-
SCOTLAND	-	-	30	30	-	-	-	-	-	-	-
PRESS GALLERY	2	2	16	2	-	2	2	2	2	2	-
ITN	2	2	11	2	-	2	2	2	2	2	-
BBC TV	1	2	11	2	-	2	2	2	2	2	-
BBC RADIO	1	1	5	1	-	1	1	1	1	1	-
IRN	1	1	-	1	-	1	1	1	1	1	-
REUTERS	1	1	-	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	1	1	1	-	1	1	1	1	1	-
CEEFAX	1	1	1	1	-	1	1	1	1	1	-
PARLIAMENTARY SECTION	-	2	-	1	-	7	1	7	1	1	-
PRIME MINISTER (+Nº10)	-	6	-	6	-	6	6	10	10	6	6
HMT MINISTERS (4)	-	4	-	4	4	4	4	4	4	4	4
SPEAKER	-	1	-	1	1	1	1	1	1	1	-
CHIEF WHIP	-	1	-	1	1	1	1	1	1	1	-
HMT OFFICIALS (19)	-	19	-	19	19	20*	19	19	19	19	-
N. IRELAND OFFICE	-	1	-	1	1	1	1	1	1	1	-
MR BATTY HILL TR	-	1	-	1	1	1	1	1	1	1	-
SIR A FRANK - CTE	-	1	-	1	1	1	1	1	1	1	-
COUNCIL + BUREAU (6)	-	6	-	6	6	6	6	6	6	6	-
INLAND REVENUE (6)	-	6	-	6	6	6	6	6	6	6	-
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10

\* ANNEX III











# 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  
 OGDPN'S, EPR
- PACKAGE C: SPEECH, FSBR, CST SUMMARY + GUIDE

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
NEED	-	✓(3)	-		- TO BE COLLECTED FROM ENQUIRY ROOM AFTER SPEECH. 'X'
TUC	-	✓(3)	-		- IN ADVANCE VIA MR MONAGHAN WYNN O'NEIL
CBI	-	✓(4)	-	+ 1 RESOLUTION	- SEE 'X' ABOVE
CONSERVATIVE RESEARCH DEPT	-	✓	-		
AUSTRALIAN H.C.	-	✓	-		
NEW ZEALAND H.C.	-	✓	-		
CANADIAN H.C.	-	✓	-		
JAPANESE EMBASSY	-	✓	-		
U.S. EMBASSY	-	✓	-		
FRENCH EMBASSY	-	✓	-		
W. GERMAN EMBASSY	-	✓	-		
LUXEMBOURG EMBASSY	-	✓	-		
BELGIAN EMBASSY	-	✓	-		
DANISH EMBASSY	-	✓	-		
IRISH EMBASSY	-	✓	-		
ITALIAN EMBASSY	-	✓	-		
GREEK EMBASSY	-	✓	-		
NETHERLANDS EMBASSY	-	✓	-		
SPANISH EMBASSY	-	✓	-		
PORTUGUESE EMBASSY	-	✓	-		
TCSC	-	✓(5)	-		
SCOTLAND	-	✓(6)	-		
PRESS GALLERY	-	-	-	30 X SECTIONED SPEECH, 30 X SNAPSHOT 1 X UNSTAPLED	
PA GALLERY	-	-	-	16 X SECTIONED SPEECH, 2 X UNSTAPLED	
ITN	-	-	-	11 X SECTIONED SPEECH, 2 X UNSTAPLED	
THE TINSON, IAN BUDGE ADVISING ECONOMICS EDITOR, CHANNEL 4 BBC TV	-	✓	-		
REDDICK, BBC BUDGET FIGURES ANNIE LOUIS, BBC ECONOMICS EDITOR	-	✓	-		

IF 2 COLLECT PACKAGES FROM CHANCELLOR'S OFFICE AT 3.30 pm. IF 2 DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN THE CHANCELLOR SITS DOWN

TO K.S. BY 11.00 am

TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-67-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK B'S TO BE HANDED OVER AT END OF SPEECH



† SIR P MIDDLETON (3x FSBR), SIR T BURNS (2x FSBR)  
 MR J ANSON, SIR G LITTLE, MR Scholier  
 MR BYATT, MR Kemp, MR A WILSON, MISS Huelle  
 MR Kelly (2x FSBR), MR MINUK, MR Culpin  
 MISS HEIKSON, MR RIG Allen, MR Pickford  
 MISS C EVANS, MR CROPPER (3x FSBR), MR TYLE  
 MR M Call (2x FSBR)

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
BBC RADIO	-	-	-	11x SECTIONED SPEECH, 1x UNSTAPLED	<p>TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH</p> <p>BY 12.30 pm (AA TO AUTHORISE RELEASE)</p> <p>TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN</p>
BBC ECONOMICS CORRESPONDENT	-	✓	-		
PRODUCER, PM BUDGET SPECIAL	-	✓	-		
IRN	-	-	-	5x SECTIONED SPEECH, 1x UNSTAPLED	
DOUGLAS MOFFIT, ECONOMICS EDITOR	-	✓	-		
REUTERS	-	-	-	1x UNSTAPLED	
DAVID KEEFE, REUTERS	-	✓	-		
AP DON JONES	-	-	-	1x UNSTAPLED	
MR GITTLE, AP DON JONES	-	✓	-		
PA NEWSROOM	-	-	-	1x UNSTAPLED	
FT NEWSROOM	-	-	-	1x UNSTAPLED	
DAVID WALKER, NEWS EDITOR, FT	-	✓(2)	-		
ORACLE	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
PETER HALL, EDITOR, ORACLE	-	✓	-		
CEEFAX	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
DAVID WILSON, MANAGER TELETEXT	-	✓	-		
PRIME MINISTER (+ND10)	-	✓(6)	-	4x HMT PIN'S, 4x OGDON'S, 6x BUDGET BRIEF	
CH/EX, AA, AX, AH + CR	✓(3)	-	-	5x BUDGET BRIEF	
HMT MINISTERS	✓(4)	-	-	2x FSBR FOR EACH MINISTER	
HMT OFFICIALS +	✓(18)	-	-		
N. IRELAND OFFICE	✓	-	-		
MR A BATTISHILL - IR	✓	-	-		
SIR A FRASER - CTE	✓	-	-		
INLAND REVENUE	✓(6)	-	-		
CUSTOMS + EXCISE	✓(6)	-	-		
BANK OF ENGLAND	✓(6)	-	-		
LEADER H/C (BIFPEN)	-	-	✓		
LEADER H/L (WHITELOW)	-	-	✓		
LEADER, OPPOSITION (MINNOCK)	-	-	✓		
SHADOW CHANCELLOR (HATTERSLEY)	-	-	✓		



RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
RT. HON. T HIGGINS MP	-	-	✓		TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN
MR N FORMAN MP	-	-	✓		
MR CHRISTOPHER (IRSF)	-	-	✓		
MR R SHELDON MP	-	-	✓		
SIR W CLARK MP	-	-	✓		
MR M NEVEBLE MP	-	-	✓		TO BE DESPATCHED WHEN CHANCELLOR SITS DOWN VIA MH BY 3.15 pm FOR PAGE-BY-PAGE DISTRIBUTION
MR T GARRETT-JONES MP	-	-	-	1 x SPEECH (FOR HM QUEEN)	
ABINET (BILL. PM, CH, CT, LFC & LFS)	-	-	-	17 x SPEECH	
HANSARD	-	-	-	1 x SPEECH	
MR T LANCASTER (WASHINGTON)	✓(2)	-	-	ONLY 1 x SPEECH, 1 x BUDGET BRIEF	
MR O ROOSTOCK (BRUSSELS)	✓(3)	-	-	4 x FSR, 1 x BUDGET BRIEF	
DIRECTOR BIS. (NEW YORK)	✓	-	-		
BRITISH EMBASSY, PARIS	✓	-	-		
UKCEL, OECD	✓	-	-		
SPEAKER	✓	-	-		
CHIEF WHIP	✓	-	-		BY 12.30 pm (VIA CO)
BRIAN DYER (FOR PS/SPEAKER)	-	-	-	1 x SPEECH	TO RS BY 3.00 pm
TABLE OFFICE	✓(2)	-	-		
H/C LIBRARY	-	✓(4)	-		
H/L LIBRARY	-	✓(4)	-		
BUTTERWORTHS	-	-	-	2 x RESOLUTIONS	



# RESPONSIBILITIES FOR DISTRIBUTION : IDT

RECIPIENT	WHOLE SPEECH	SNAPSHOT	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT					
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	10	10	-	-	-	-	-					
FLEET ST. PRESS	150	150	150	150	150	150	150					
NON-PRESS	200	200	200	200	200	200	200					
DEPT'S PRESS OFFICES	17	17	17	17	17	17	17					
HMT MAIL LIST	-	-	-	-	116	-	116					
IDT, SPARES, INCL. ENQUIRY COM	15	20	30	10	50	30	-					
FFJG	20	20	20	20	20	20	20					
TOTAL	517	547	487	467	623	487	573					











COVERING BUDGET SECRET: BLO

**BUDGET SECRET**  
**BUDGET LIST ONLY**

REF NO.

COPY NO.

J 88/7  
NOT TO BE COPIED  
4A OF 4



FROM: A C S ALLAN

DATE: 2 February 1988

MR CULPIN

cc Sir P Middleton  
Mr Scholar

*For Kern  
1526*

**BUDGET**

**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.

*B.F. ACSA*

A C S ALLAN

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~~DRAFT~~

**AIDE MEMOIRE ON BUDGET**

Income tax

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 inflationary gains during the period 1965-1982. *paper*

*(When indexation began)*

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

*Add Robert's para -*

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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.

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 quarter 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

- (i) Forestry to be exempted from taxation in future (produces revenue yield: offset by increased grants for forestry).
- (ii) Some relief to stimulate private rented sector: probably an extension of Business Expansion Scheme.
- (iii) Some administrative reforms of assessment system for Lloyd's.
- (iv) Action on company residence and migration 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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ANNEX

## APPROXIMATE COSTS (\*)

£ billion

	<u>1988-89</u>	<u>1989-90</u>
Increased personal allowances	-0.7	-0.9
25p basic rate	-2.5	-3.1
Increased higher rate threshold	-0.2	-0.4
Abolition of rates above 40p	-0.8	-1.7
CGT changes	nil	-0.3
Abolition of relief on improvement loans	+0.1	+0.2
Covenants/maintenance reforms	-	+0.1
Increased car scales	+0.3	+0.4
Inheritance tax reform	-0.1	-0.3
Other changes	+0.1	-
<b>TOTAL</b>	<u>-3.8</u>	<u>-6.0</u>

\*Net of indexation/revalorisation. Independent taxation will cost £0.6 billion in 1990-91.

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R & C

System substantially simplified. Gets tax

system out of essentially simple transactions.

for maintenance payments, stop taxing

recipients and stop giving unlimited relief to

donors. In ~~that~~ <sup>to</sup> students, end tax relief on

make opening reduction in parental contribution

to grants. No change <sup>for</sup> ~~in treatment of~~

covenants to charities. No change for <sup>any</sup> existing

covenants or maintenance.



I have answered.



Ch

This is my first shot at aide-memoire for PM. Is it sort of thing you want? Great advantage to getting it to PM tonight, before material tomorrow.

Subject to your comment, I'll consult urgently to Michael & Robert for comment.

AA



~~URGENT!~~  
~~? Add simplified scorecard as annex~~

STILL AS DRAFT

DRAFT

AIDE MEMOIRE ON BUDGET

Income tax

~~(which options do you want to present on WtH?)~~

~~Basic rate cut to [24p]. Basic personal allowances increased in line with inflation (to just over £2,500 for single person and just under £4,000 for married man). Higher rate threshold raised in line with inflation, to £18,600]. Single higher rate of 40p.~~  
*by two. No amount indicated by indexation. £2,600*  
*Basic rate cut to 25p.*  
*to £20,000 of taxable income. All higher rates about 40p absolute, have a single higher rate of 40p.*

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 ~~tax penalties on marriage.~~ 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).

To end  
EX

Some other changes in allowances: unmarried couples <sup>(with children)</sup> living together will be restricted to ~~a single~~ <sup>one</sup> Additional Personal Allowance; ~~(designed for single parents)~~; some minor personal allowances to be scrapped: housekeeper's allowance, dependant relatives' allowance, and sons' and daughters' services allowance.

CGT

As with new US system,

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



*and for higher rate taxpayers removes ~~the~~ bias against income and in favour of capital gains.* <sup>most of</sup>

exemptions. Helps basic rate taxpayers with small gains, CGT (and CT on companies' gains) to be rebased to 1982, thus ending taxation of inflationary gains in the 70s. *dummy 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 other.*

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 *payments* *through system* 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.~~

*all* *between individuals,* *probably 25 per cent*  
For ~~other~~ covenants, payments to be tax free in the hands of the recipient, and relief for the donor to be ended *For student covenants,* except for charities. *Covenants to charities No change in treatment of charitable covenants.*

*Again, in all cases, change will apply only to new maintenance payments/covenants.*

### Car benefits

Car scales (ie. amount of deemed benefit from company car) to be doubled; this will raise it from about a quarter of full costs to about a half. *Which determines taxable benefit* *true value of the benefit*

*taxable benefit*



(Compare with p. 303/402/502/602 scale).

Corporation tax

Small companies CT rate to be reduced to ~~24p~~ <sup>25p</sup> in line with basic rate of income tax.

Inheritance tax

(from 790,000)

IHT threshold to be raised to £107,000, with a single rate of 40 per cent. ~~No losers compared with what would happen if existing regime uprated in line with inflation. And substantial benefits to small businesses, etc.~~ <sup>Large numbers of small estates taken out of tax altogether, no</sup> <sup>family</sup> <sup>inheritance tax rate in excess of 40 per cent.</sup> <sup>Taken with other changes, means no</sup>

Excise duties

— ~~present single & double realisation?~~

~~[Broadly uprated in line with inflation], [But no increases in 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. Duty differential between leaded and unleaded petrol to be ~~increased~~ <sup>reduced</sup> to 10p.~~

duty

? add annex with duty increases

stt

VAT

~~Only very minor~~  
~~No change.~~

VAT

No change.

Other proposals

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

(split as sub paragraphs).

Insert Indep. Tax @ end.





42

Approximate Costs <sup>£m</sup>

	<u>1988-89</u>	<u>1989-90</u>
Increase / <del>Higher</del> personal all.	-0.7	-0.9
25p basic rate	-2.5	-3.1
Increase higher rate threshold	-0.2	-0.4
Abolition of rate above 40p	-0.8	-1.7
CAT changes	<del>0.9</del>	-0.3
Abolition of relief on approved loans	+0.1	+0.2
Commuters/maintenance systems	-	+0.1
Increase car scales	+0.3	+0.4
Inheritance tax reforms	-0.1	-0.3
Other changes	<u>+0.1</u>	<u>—</u>
<b>Total</b>	<b>-3.8</b>	<b>-6.0</b>

CHECK

\* net of indexation/valuation  
 Independent taxation will cost  
 £0.6m in 1990-91



PSG Rank Mr W.



1 work  
gratifier for  
the 2 suits  
ASAP. ~~For extra~~  
~~travelling~~ ~~ed for~~  
Jackets on  
later  
on job  
ed for  
alter.

Joe can  
alter.  
Ch/

Mr Watton from Marks  
& Spencer phoned. Existing  
2 suits have been altered  
to fit, and they have found  
enough of the cloth to  
make up an extra pair of  
trousers for the pure wool  
suit. That will take them  
about a week. Shall they  
deliver them all together  
or is there any special  
hurry for the 2 suits that  
are ready?

mpw 19/1

February February



2 Disk

5188



Rank Xerox 850

Floppy Disk 8 in

Single Sided

Double Density

Speech + Snapshot  
on Disk

Disk For FCO



C Knight  
Suppl  
CST Sam + Guid



FROM: ~~NG FRAY~~ **AA DIGHT**  
DATE: ~~25 February 1987~~ **January 1988**

MR A C S ALLAN  
 MR ~~KUCZYS~~ **TAYLOR**  
 MR ~~RYDING~~ **MISS WALLACE**  
 MR HUDSON  
 MRS ~~LESTER~~ **THORPE**  
 MRS ~~HENSON~~ **MR WILLIAMS**  
 MR LYONS  
 MISS ~~CAMP~~ **MURPHY**  
 MRS SPRAGG  
 MISS RUTTER  
 Ms MR ~~FELSTEAD~~ **EVEREST PHILLIPS**  
 MR HEYWOOD  
 MR ~~N WILLIAMS~~ **MISS FEEST**  
 MR BARNES  
 MR WESTHEAD  
 MR JUDGE  
 Mrs MISS ~~FRANCIS~~ **Chadwick**  
 MR ~~SAUNDERS~~ **SARGENT**  
 MR MONCK  
 MR ~~LAVELLE~~ **LANKESTER**  
 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**  
 X MR ~~PICKFORD~~ **Bush**

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~~ **Call**  
 MR ~~P LILLEY MP H/G~~ **MR N FORMAN MP**  
 PS/INLAND REVENUE  
 PS/CUSTOMS AND EXCISE

**1987 BUDGET AIDE MEMOIRE : first DRAFT**

*the first draft of* ~~Comment to use by~~

... 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 errors or additions, and in particular the following items:

insert  
ANNEX (A)

It would be appreciated if any comments could reach me by

~~Nigel Fray~~  
NIGEL FRAY

A.A. DIGHT

Friday 15 January 1988.

5 Days for Comments



Item 12: Would MR Dyer Confirm the date for the Ten Minute Rule Bill to be handed to the Public Bill 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 Flutton provide a List of Volunteer's to take packages to TV and Radio Stations

Item: 110: Would John Flutton also arrange for a Volunteer to accompany Peter Edwards.

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

Budget ~~B~~  
Briefing +  
Snapshot Would EB check that dates and deadlines are acceptable.



ACTIONPreparation in weeks before the Budget

- (1) Arrange audience of The Queen with her Private Secretary  
Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc).
- (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.
- (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 ~~14/15~~ <sup>12/13</sup> 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.)

JTH <sup>MN</sup>  
DL/CR  
TB DW/AAJTH <sup>MN</sup>  
DL/CRJTH <sup>MN</sup>  
DL/CRAD <sup>MF</sup>  
NF/RRRA <sup>JF</sup>  
BC/SWAD <sup>MF</sup>RA <sup>RC</sup>AD <sup>JF</sup>  
NF/SW

PE

BD

MN <sup>CR</sup>16 Sitting Days before Budget Day

- (12) Contact <sup>MR Forman</sup> ~~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~~ <sup>23</sup> February.

Nigel Forman\*  
BD/Peter LilleyTwo 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.

RA  
AA/BC



- (14) ~~SW~~ <sup>JF</sup> to organise arrangements for Budget Box photograph. JF  
SW
- (15) Draft of T.V. Broadcast to be produced and circulated to other Ministers for comment. RA  
RC/AA
- (16) <sup>TB</sup> ~~DW~~ <sup>MN</sup> co-ordinate along with PE, BD and ~~CR~~ <sup>CR</sup>, letter to Departments about detailed arrangements for production of Press Notices including number required (see Annexes). <sup>TB</sup> ~~DW~~ send similar note to Treasury Divisions and Revenue Departments. PE to write to other Departments Chief Press Officers. <sup>TB</sup> 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 PN's expected per Department). SP TB MN  
MOM/DW/PE/CR/BD
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124. Chancellor's  
Office

Week before Budget

- (18) Budget Box photograph at HMT. JF ~~SW~~
- (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: AD ~~NE~~

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

- (a) NEDO (211 3000) )Each to have 3 (CBI to receive 4) copies of Speech,
- CBI (379 7400) )Snapshot, FSBR, Command Papers and
- TUC (636 4030) )any Press Notices + 1 Resolution for CBI
- <sup>NICG</sup> 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) <sup>JN</sup> ~~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. JN ~~MH/TD~~

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

- (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 ~~NE~~ <sup>AR</sup> and RR in CRU as appropriate (see Annex) by midday on Friday 13 March at the latest. ~~DW~~ <sup>TB</sup> to arrange for



correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday ~~17~~<sup>15</sup> March.

- (21) Check with FP/GE & ~~OR~~<sup>MW</sup> precisely which documents will be in Budget package (eg. any Command Papers), and let RR know. AD ~~NF~~/RR
- (22) ~~NF~~<sup>AD</sup> to check despatch arrangements with Foreign Office <sup>(May Gibson 210 6128)</sup> for guidance telegram to overseas posts on Budget Day. AD ~~NF~~
- (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. RR
- (24) BD to write to Vote and Printed Paper office concerning embargoes to be observed on the FSBR and related documents. BD
- Tuesday ~~10~~<sup>8</sup> March
- (25) First draft and structure of Backbenchers' Brief cleared with officials, including EB and FP. PC/EB/FP
- Wednesday ~~11~~<sup>9</sup> 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 ~~12~~<sup>10</sup> March
- (27) Inform IDT of likely length of Speech. AA/~~RC~~<sup>RA</sup>
- (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) ~~JF~~ SW
- (29) EPR Supplement to printer RA ~~RC~~
- (30) EB to receive Chancellor's comments on drafts of key briefs. 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~~<sup>RC</sup>
- (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~~<sup>11</sup> 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 Cabinet). Submit to Chancellor's Office. RC MS
- (39) EPR proof to Chancellor RA RC
- (40) Submit final draft of TV broadcast if available. Chancellor's Budget Broadcast meeting. RA  
PC/RC  
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 NF/AA
- (42) Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 122). AD NF
- (43) Chancellor's comments on backbenchers' Brief to Special Advisers. AA/PC
- (44) Check catering and sleeping arrangements for Chancellor's office for ~~13~~ and ~~16~~ March. AD NF/RR  
*11 14*
- (45) *JTH* ~~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. *JTH* DL/BD
- (46) *JTH* ~~DL~~ to co-ordinate Chancellor's meeting with the Backbench Finance Committee *JTH* DL
- (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. Comm Section/NF  
AD

SATURDAY-MONDAYSaturday <sup>12</sup> 14 March/Sunday <sup>13</sup> 15 March

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



- Chancellor (2)
- Prime Minister

- Governor & Treasury Ministers=(5)
- Permanent Secretaries (4), Deputy Secretaries (7), Mr ~~Scholar~~, *Culpin*, *RIG Allen* Mr ~~Culpin~~, Mr Dyer, Mr Cropper, Mr Tyrie, Mr ~~Ross-Goobey~~, *call*, Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.

(55) Mr Cropper has Backbenchers' Brief checked for factual accuracy by EB. PC/EB

(56) Send speaking copy and spare to Chancellor. AD ~~NF~~

**Monday <sup>14</sup> 16 March**

(57) 8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof CE  
RA ~~RC~~

(58) Collect Budget Box from IDT. AD ~~NF/SW~~ *JF*

(59) 9.00 a.m. Ensure that copies circulated by hand as in item 54. AD ~~NF~~

(60) See item 81 - phone C&E, IR, B of E. AN ~~MH~~

(61) ~~CR~~ <sup>*MN*</sup> 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. TJD/~~CR~~  
*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/~~RC~~ *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 Office

(67) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. AA/PS

(68) Final check of Backbenchers' Brief by EB. PC/EB

(69) Produce index for speech. Chancellor's Office

(70) Chancellor due at Buckingham Palace, 6.00 p.m. *to be confirmed* *JTH* ~~DL~~

(71) Chancellor's Office receive Snapshot from RE for checking. *SP* ~~MOM~~/SK

(72) Check that CST Summary and Guide, Resolutions and EPR Supplement have arrived in Chancellor's Office. *(C Knight)* AD ~~NF~~

(73) Advisers re-submit Backbenchers' Brief to Chancellor for final approval. PC/AA



- (74) Final check of Snapshot before collating. SP MOM
- (75) CRU roll off 170 copies of Budget Brief. CT
- (76) Photocopy 30 copies of final text section by section for Chancellor's Office
- Chancellor
  - Prime Minister
  - Other Treasury Ministers (4) See Annex
  - Officials and Advisers (18)
  - Private Secretaries (4, including AH)
  - 2 copies for CH/EX's office
- (77) CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. And CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU
- (78) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/CT

**BUDGET DAY: 17 March**

- (79) 0845: Chancellor (+ family) photocall in St James' Park JF 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 BofE know so that they can send a messenger to collect. (Brief may not be ready until very late). AD NF
- (82) Order taxis to take ~~CR~~<sup>MW</sup>, TL & ~~MH~~<sup>JN</sup> with speech sections to House at 3.00 pm. JN MH
- (83) 10.00 am: ~~DW~~<sup>TB</sup> to check that FSBR has arrived. TB DW
- (84) 10.00 am: ~~SW~~<sup>JF</sup> to supervise BBC team at No.11 for TV Broadcast JF SW
- (85) 10.30 a.m.: Budget Cabinet (time to be confirmed).
- (86) RE to "mark up" (sideline) final version of speech HB SP/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 Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production of Speech send one copy by hand to ~~MOM~~<sup>SP</sup> 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. CT/MH/MOM



- (89) By 11.00 am six copies of speech run off by ~~NF~~<sup>AD</sup>, FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 19c) to take to Scotland. (See Item 117) AD ~~NF~~/KS
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies. RE
- (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. MW ~~CR~~
- (92) Prepare packages as follows: Chancellor's Office
- (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 page-by-page distribution\*  
 - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-  
 1. Sue Tinson, ITN Budget Programme  
 2. Economics Editor, Channel 4.  
 (NB: These envelopes to be handed over at the end of Chancellor's speech)
- (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 page-by-page distribution\*  
 - 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-  
 1. Producer, BBC Budget Programme  
 2. James Long: BBC Economics Editor.  
 (NB: These envelopes to be handed over at the end of Chancellor's speech).
- (e) BBC Radio, Broadcasting House (~~Nigel Williams~~ to collect)  
~~Suzanne Forest~~



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

(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 page-by-page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit,  
Economic Editor, LBC

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

(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 at the end 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)  
~~ZOHIS EVEREST PHILLIPS~~
- 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) Ceefax (~~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.  
 SM

SM  
 JC

---

(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).  
 JT MN

AD NF/DW/SK TB

(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).  
 JT MN

SK/NF  
 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):-

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. Chancellor's Clerks and Typists

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

(98) Parliamentary Section to be given 6 copies of FSBR by <sup>TB</sup> DW for laying before Parliament. <sup>TB</sup> DW/BD

(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:- Chancellor's Clerks

Prime Minister\*  
 Chief Secretary (2xFSBR)  
 Financial Secretary (2xFSBR)  
 Economic Secretary (2xFSBR)  
 Minister of State (2xFSBR) BP to provide extra messenger to report to NF <sup>AD</sup> by 2.15 pm

*Raymaster General*

Chancellor of the Duchy of Lancaster  
 Officials, etc. (See Annex for list) <sup>call</sup>  
 (NB. Sir T Burns, Mr E P Kemp and Mr Ross Goobey receive 2 copies each of the FSBR, Sir P Middleton and Mr Cropper receive 3 copies each of FSBR)

Speaker (via Mr Dyer) BD  
 Chief Whip (via Mr Dyer)

1 Set of above to Northern Ireland Office.  
<sup>AD</sup> NF to seek authorisation from AA to issue packages to other Ministers and Officials. AA/NF <sup>AD</sup>

\* 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)

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

(101) At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to <sup>SP</sup> HB for allocation to members of IDT. <sup>HB</sup> SP



(Copies of Brief will be send direct to <sup>RA</sup>RC 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)
- 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 Papers and Press Notices to be given to AA, ~~AK~~ <sup>AT</sup>, AH and ~~CR~~ <sup>MN</sup>, and of speech only to TL.

AD NF

(104) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to:

MN ~~CR/NF/RS~~ <sup>AD</sup>

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)

Shadow Chancellor (Rt. Hon. R Hattersley MP)

Chancellor's PPS (Mr ~~P Lilley~~ <sup>N Forman</sup> 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)

Mr T Garel-Jones MP (1 copy of speech only) for HM the Queen

check →

RT Hon D Steel MP }  
 RT Hon R MacLennan MP }  
 RT Hon J Molyneaux MP }  
 } Speech only

to be given to ~~CR~~ <sup>MN</sup> to take with her to Mr Lilley's room, for member of Parliamentary Section to guard over and for Mr Lilley and other <sup>Forman's</sup> PPS's to pick up directly after speech and give to those concerned.

(105) 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.

AA/NF <sup>AD</sup>

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  
 NF/Chancellor's Office

(107) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 92).

(108) ~~MH~~ <sup>JN</sup> to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. ~~MH~~ <sup>JN</sup> to remain in Hansard Office until Ch/Ex sits down.

JN MH



- (109) Chancellor + Mrs Lawson photocall outside No.11 before going to House. ~~JF~~  
~~SW~~
- (110) At 3pm, Peter Edwards and ~~Janiss 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. RR/PE
- (111) Ensure all officials covering the Official Box have copies of the brief. SK  
IDT to collect packages (see item 102) from Committee Section ~~JF~~  
~~SW~~
- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill: IDT
- (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech. ~~JF~~  
~~SW~~
- (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 RS
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates. RS  
*1987-88 Summary + Guide*
- (115) During Speech: Note changes from typed version. ~~MW~~  
~~CR~~  
*1988-89 Summary + Guide*
- At end of Speech
- (116) Set to go to Leader or Deputy Leader of the House of Lords (see Item 104). ~~MW~~  
~~CR~~
- (117) ~~DW~~ <sup>TB</sup> to phone KS in Scotland to authorise release of documents. ~~TB~~  
~~DW~~
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106). ADNF
- (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. MH/TD/DW  
JN TB



or  
AH / MW  
CR  
MW RA  
CR/RC

JW  
MH

- (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:-

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
<del>Mr T Lankester</del> British Embassy Washington	1	3	3	3
Mr D Bostock UKREP Brussels	1	3	4	4

Mr F Cassell

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.  
~~AD NF~~ 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.

AD NF/RS

AD NF/RS

BD



- (72) Check that CST Summary and Guide, Resolutions and EPR 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 Office
- Chancellor
  - Prime Minister
  - Other Treasury Ministers (4) See Annex
  - Officials and Advisers (18)
  - Private Secretaries (4, including AH)
  - 2 copies for CH/EX's office
- (77) CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. And CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU
- (78) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/CT

15

**BUDGET 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 BofE know so that they can send a messenger to collect. (Brief may 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). 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 Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production 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 CT/JW/SP



## 1987 BUDGET AIDE MEMOIRE

	AA	Alex Allan	(4330)
<i>JT</i>	<del>AK</del>	<del>Jonathan Taylor</del> Tony Kuczys	(4519)
<i>MN</i>	<del>CR</del>	<del>Maura Wallace</del> Cathy Ryding	(5004)
	AH	Andrew Hudson	(5021)
<i>JTH</i>	<del>DL</del>	<del>Julie Thorp</del> Debbie Lester	(5011)
<i>AD</i>	<del>NF</del>	<del>ANTHONY DIGHT</del> Nigel Fray	(5012)
<i>JN</i>	<del>MH</del>	<del>Julian Williams</del> Meena Henson	(5014)
	TL	Tony Lyons	(5013)
<i>SM</i>	<del>JC</del>	<del>Sarah Murphy</del> Janet Camp	(5015)
	PS	Pat Spragg	(5167)
<i>RC</i>	<del>MS</del>	<del>Robert Culpin</del> Michael Scholar	(4419)
	CE	Carys Evans	(5170)
<i>TB</i>	<del>DW</del>	<del>T Burnhams</del> Doug Walters	(5179)
	KS	Kevin Sedgwick	(5169)
<i>SP</i>	<del>MOM</del>	<del>Steven Pickford</del> Margaret O'Mara	(4549)
	SK	Simon Kemp	(5208)
<i>RA</i>	<del>RC</del>	<del>Richard Allen</del> Robert Culpin	(4420)
<del>HB</del>	<del>SP</del>	<del>John Flitton</del> Harry Bush Stephen Pickford	(5252)
<i>JF</i>	<del>SW</del>	<del>John Flitton</del> 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)



0115 E8 JAN 1988

*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

*Mr Dight*

*A few minor suggestions.*

*Annex I needs checking, of course. Is the ref. to Chancellor of Duchy in IP99 old - i.e. to Tebitt? If so it should drop out. If to a DTI Minute surely it'd be Lord Long? If Lord Whitclaw steps down you'll need some more fiddling around, especially if his job is split.*

*BB, 10/1/88*

**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 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.

*\* PMG will do for the Paenty!*

*(PTO)*





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

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

*A A Dight*  
A A DIGHT

*A general point from last year -  
we really had very little to do, in  
the last few days in particular. If you  
want to honour an extra pair of hands who  
knows what happens then I'll happily lend  
a denk!*

*(P)*



## 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)

EB

DT

8 7  
e 3



ACTIONPreparation 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 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 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).                   | JTH/MW          |
| (4)  | Arrange for sufficient 1075 machines, stocks of paper <u>and a 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. 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).<br>Check with EOG (David Lodge) for overnight accomodation to be provided. | AD              |
| (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).   | 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 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

- |      |  |                 |
|------|--|-----------------|
| (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 <u>Tuesday, 23 February</u> . | 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 |
|------|--|-------|



- (14) JF to organise arrangements for Budget Box photograph. JF
- (15) Draft of T.V. Broadcast to be produced and circulated to other Ministers for comment. RA/AA
- (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). SP/TB/PE/MW/BD
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124. Chancellor's Office

Week before Budget

- (18) Budget Box photograph at HMT. JF
- (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: AD

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

- (a) NEDO (211 3000) )Each to have 3 (CBI to receive 4)  
copies of Speech,  
CBI (379 7400) )Snapshot, FSBR, Command Papers  
and  
TUC (636 4030) )any Press Notices + 1 Resolution  
for CBI  
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 liaising 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 sets 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. JW/TD

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

- (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 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.

- (21) Check with FP/GE & MW precisely which documents will be in Budget package (eg. any Command Papers), and let RR know. AD/RR
- (22) AD to check despatch arrangements with Foreign Office (May Gibson 210-6128) for guidance telegram to overseas posts on Budget Day. AD
- (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. RR
- (24) BD to write to Vote and Printed Paper office concerning 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 to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator) JF
- (29) EPR Supplement to printer RA
- (30) EB to receive Chancellor's comments on drafts of key briefs. 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 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 for 11 and 14 March.  | AD/RR           |
| (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. | 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 Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex.                            | Comm Section/AD |

SATURDAY-MONDAYSaturday 12 March/Sunday 13 March

- |      |  |                        |
|------|--|------------------------|
| (48) | Collation of Press Notices by Committee Section and volunteers (NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are required by Parliamentary Section). | BP/RR                  |
| (49) | Book proofs of FSBR received by FP, 10.00 a.m., to be returned pm (copied to Chancellor).  | TB                     |
| (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
- 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 (6), Deputy Secretaries (7), Mr Culpin, Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrrie, Mr Call, Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.

(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. CE  
 IDT sign off EPR proof 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 <sup>(and to)</sup> 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. 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

(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 Office

(67) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. AA/PS

(68) Final check of Backbenchers' Brief by EB. PC/EB

(69) Produce index for speech. Chancellor's 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 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  
 - Prime Minister  
 - Other Treasury Ministers (4) See Annex  
 - Officials and Advisers (18)  
 - Private Secretaries (4, including AH)  
 - 2 copies for CH/EX's office  
 Chancellor's Office
- (77) CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. ~~And~~ CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU
- (78) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers' Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/CT

**BUDGET 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 BofE know so that they can send a messenger to collect. (Brief may 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. 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). 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 Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production 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

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) AD/KS
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies. RE
- (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. MW
- (92) Prepare packages as follows: Chancellor's Office
- (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 page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Sue Tinson, ITN Budget Programme
    2. Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)
- (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 page-by-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. James Long: BBC Economics Editor.



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

(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:-

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 (..... to collect)

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

Mr Douglas Moffit,  
Economic Editor, LBC

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

(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.

(l) 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.

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

SM

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(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).

AD/TB/SK

(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).

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):-

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.

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.

MW/BD

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

TB/BD

(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:-

Chancellor's Clerks

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)

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

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.

BD

AA/AD

\* 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)

*is this right?*

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



(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 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 teams.)

HB

SK

- (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 Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW.

AD

- (104) 1 set each of Speech, FSBR, and Command Papers in sealed 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)

Shadow Chancellor (Rt. Hon. ~~R Hattersley~~ MP)

Chancellor's PPS (Mr N Forman MP)

Rt Hon D Steel MP

Rt Hon R Maclennan MP

Rt Hon J Molyneaux MP

) Speech  
) Only

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

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 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.

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

*Maybe!*

*X*

*X*

*Is he still?*

*Wakcha X*

*John Smith*



- (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. JW
- (109) Chancellor + Mrs Lawson photocall outside No.11 before going to House. JF
- (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]. RR/PE
- X  
(111) Ensure all officials covering the Official Box have copies of the brief. SK  
IDT to collect packages (see item 102) from Committee Section JF
- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill: IDT
- (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech. JF
- (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 RS
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates 1988-89 Summary & Guide. RS
- (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 Item 104). MW
- (117) TB to phone KS in Scotland to authorise release of documents. TB
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106). AD



(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.

JW/TD/TB

(120) Check Hansard.

AH

(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)

MW/RA

(122) Send copies as follows:-

JW

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
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 any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords.

AD/RS

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

AD/RS

(124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

BD

CHANCELLOR'S OFFICE



# ANNEX I

RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
NIEG	-	3	-	3	-	3	3	3	3	3	-
NEDO	-	3	-	3	-	3	3	3	3	3	-
TUC	-	4	-	4	1	4	4	4	4	4	-
CBI	-	1	-	1	-	1	1	1	1	1	-
CONSERVATIVE RESEARCH DEPT.	-	16	-	16	-	16	16	16	16	16	-
DIPLOMATIC MISSIONS (16)	-	5	-	5	-	5	5	5	5	5	-
TCSC	-	6	-	6	-	6	6	6	6	6	-
SCOTLAND	-	-	30	30	-	-	-	-	-	-	-
PRESS GALLERY	2	2	16	2	-	2	2	2	2	2	-
ITN	2	2	11	2	-	2	2	2	2	2	-
BBC TV	1	2	11	2	-	2	2	2	2	2	-
BBC RADIO	1	1	5	1	-	1	1	1	1	1	-
IRN	1	1	-	1	-	1	1	1	1	1	-
REUTERS	1	1	-	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	1	1	1	-	1	1	1	1	1	-
CEEFAX	1	1	1	1	-	1	1	1	1	1	-
PARLIAMENTARY SECTION	-	2	-	1	-	7	1	7	1	1	-
PRIME MINISTER (+NO10)	-	6	-	6	-	6	6	10	10	6	6
HMT MINISTERS (4)	-	4	-	4	4	4	4	4	4	4	4
SPEAKER	-	1	-	1	1	1	1	1	1	1	-
CHIEF WHIP	-	1	-	1	1	1	1	1	1	1	-
HMT OFFICIALS (19)	-	19	-	19	19	20*	19	19	19	19	-
N. IRELAND OFFICE	-	1	-	1	1	1	1	1	1	1	-
MR BATHILL TR	-	1	-	1	1	1	1	1	1	1	-
SIR A FRANKS - CTE	-	1	-	1	1	1	1	1	1	1	-
OFFICIALS + GUIDE (6)	-	6	-	6	6	6	6	6	6	6	-
INLAND REVENUE (6)	-	6	-	6	6	6	6	6	6	6	-
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10

MR  
B  
UNWIN

\* ANNEX III



57 FLITION

RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FS BR	CST SUMMARY + GUIDE	WHAT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
BANK 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	1	-	-	-	-
H/EX, AA, AK, AH + CR (5)	-	5	-	5	5	5	5	5	5	5	5
SIMON WOODALL	1	-	-	-	-	-	-	-	-	-	-
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 P. LEECH MP N FORMAN	-	1	-	-	-	1	1	-	-	-	-
MR CHRISTOPHER (I.R.F)	-	1	-	-	-	1	1	-	-	-	-
SIR W CLARK MP	-	1	-	-	-	1	1	-	-	-	-
MR R SHELDON MP	-	1	-	-	-	1	1	-	-	-	-
MR M NEWBERT MP	-	1	-	-	-	1	1	-	-	-	-
MR T UNWEL-JONES MP	-	1	-	-	-	1	1	-	-	-	-
ARINEA (HON. FIN, CH, CST, LA, PS)	-	17	-	-	-	-	-	-	-	-	-
HANSARD	-	1	-	-	-	-	-	-	-	-	-
DET + PRINTED PAPER OFFICE	-	-	-	1150	-	-	-	1150	1150	1150	-
TABLE OFFICE CASEZC	-	2	-	2	2	2	2	2	2	2	-
LANKETER (WASHINGTON)	-	1	-	3	3	3	3	3	3	3	1
BOSTON (BRUSSELS)	-	1	-	3	3	4	3	3	3	3	1
DIRECTOR BIS. (NEW YORK)	-	1	-	1	1	1	1	1	1	1	1
BRITISH EMBASSY, PARIS	-	1	-	1	1	1	1	1	1	1	1
UKDEL, OECD	-	1	-	1	1	1	1	1	1	1	1
H/C LIBRARY	-	4	-	4	-	4	4	4	4	4	-
H/L LIBRARY	-	4	-	4	-	4	4	4	4	4	-
H/M LIBRARY	-	-	-	-	-	25	87	-	-	-	-
BUTTERSBURY	-	-	-	-	2	-	-	-	-	-	-
SUB-TOTAL (ii)	1	572	-	1727	24	553	594	1803	1667	1753	10
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10
TOTAL	14	672	75	1856	65	669	691	1912	1770	1852	20



## ANNEX II

## REQUIREMENTS: FROM SOURCE

REQUIRED BY:	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET 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						15 (incl. 9 SPARE)					
EB											170
HMT LIBRARY						25	87				
TOTAL	14	672	75	1856	65	678	691	1912	1770	1852	190
<u>SUPPLIED BY:</u>											
CHANCELLOR'S OFFICE	14	155	75	159							
HMSO (FP ORDER)						678					
HMSO (GEP ORDER)							691				
PARLIAMENTARY COUNSEL					65						
HMT COMMITTEE SECTION		517		1697				1912	1770		170
EB											20
MAULAY PRESS										1852	
TOTAL	14	672	75	1856	65	678	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 SUMMARY+GUIDE, HMTPN'S  
 OGDPN'S, EPR
- PACKAGE C: SPEECH, FSBR, CST SUMMARY+GUIDE

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
NEDO	-	✓(3)	-		TO BE COLLECTED FROM ENQUIRY ROOM AFTER SPEECH. 'X'
TUC	-	✓(3)	-		
CBI	-	✓(4)	-	+ 1 RESOLUTION	
CONSERVATIVE RESEARCH DEPT	-	✓	-		
AUSTRALIAN H.C.	-	✓	-		
NEW ZEALAND H.C.	-	✓	-		
CANADIAN H.C.	-	✓	-		
JAPANESE EMBASSY	-	✓	-		
U.S. EMBASSY	-	✓	-		
FRENCH EMBASSY	-	✓	-		
W. GERMAN EMBASSY	-	✓	-		IN ADVANCE VIA MR MOTILAL/MR WYNN OWEN SEE 'X' ABOVE
LUXEMBOURG EMBASSY	-	✓	-		
BELGIAN EMBASSY	-	✓	-		
DANISH EMBASSY	-	✓	-		
IRE EMBASSY	-	✓	-		
ITALIAN EMBASSY	-	✓	-		
GREEK EMBASSY	-	✓	-		
NETHERLANDS EMBASSY	-	✓	-		
SPANISH EMBASSY	-	✓	-		
PORTUGUESE EMBASSY	-	✓	-		
TCSC	-	✓(5)	-		IF2 COLLECT PACKAGES FROM CHANCELLOR'S OFFICE AT 3.30 pm. IF2 DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN THE CHANCELLOR SITS DOWN
SCOTLAND	-	✓(6)	-		
PRESS GALLERY	-	-	-	30 X SECTIONED SPEECH, 30 X SNAPSHOT	
PA GALLERY	-	-	-	1 X UNSTAPLED	
ITN	-	-	-	16 X SECTIONED SPEECH, 2 X UNSTAPLED	
JE TINSON, ITN BUDGET AD/CAVING	-	✓	-		
ECONOMICS EDITOR, CHANNEL 4	-	✓	-		
BBC TV	-	-	-		
PRODUCER, BBC BUDGET PRODUCTIONS	-	✓	-		
ANNE LOUIS, BBC ECONOMICS EDITOR	-	✓	-	11 X SECTIONED SPEECH, 2 X UNSTAPLED	
					TO K.S. BY 11.00 am
					TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH



† SIR P MIDDLETON (3x FSBR), SIR T BURNS (2x FSBR)  
 MR J ANSON, SIR G LITTLE, MR Scholar  
 MR GYATT, MR Kemp, MR A WILSON, Miss Huell  
 MR Kelly (2x FSBR), MR MINUK, MR Culpin  
 MISS HEIKSON, MR RIG Allen, MR Pickford  
 MISS C EVANS, MR CRIPPER (3x FSBR), MR TY  
 MR M Call (2x FSBR)

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
BBC RADIO	-	-	-	11x SECTIONED SPEECH, 1x UNSTAPLED	<p>TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH</p> <p>BY 12.30 pm (AA TO AUTHORISE RELEASE)</p> <p>TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN</p>
BBC ECONOMICS CORRESPONDENT	-	✓	-		
PRODUCER, PM BUDGET SPECIAL	-	✓	-		
IRN	-	-	-	5x SECTIONED SPEECH, 1x UNSTAPLED	
DOUGLAS MOFFIT, ECONOMICS EDITOR	-	✓	-		
REUTERS	-	-	-	1x UNSTAPLED	
DAVID KEEFE, REUTERS	-	✓	-		
AP DON JONES	-	-	-	1x UNSTAPLED	
MR GITTNER, AP DON JONES	-	✓	-		
PA NEWSROOM	-	-	-	1x UNSTAPLED	
FT NEWSROOM	-	-	-	1x UNSTAPLED	
DAVID WALKER, NEWS EDITOR, FT	-	✓(2)	-		
ORACLE	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
PETER HALL, EDITOR, ORACLE	-	✓	-		
CEEFAX	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
DAVID WILSON, MANAGER TELETEXT	-	✓	-		
PRIME MINISTER (+NDIO)	-	✓(6)	-	4x HMT PIN'S, 4x CGDN'S, 6x BUDGET BRIEF	
CH/EX, AA, AK, AH + CR	✓(3)	-	-	5x BUDGET BRIEF	
HMT MINISTERS	✓(4)	-	-	2x FSBR FOR EACH MINISTER	
HMT OFFICIALS +	✓(18)	-	-		
N. IRELAND OFFICE	✓	-	-		
MR A BATTISHILL - IR	✓	-	-		
SIR A FRASER - C+E	✓	-	-		
INLAND REVENUE	✓(6)	-	-		
CUSTOMS + EXCISE	✓(6)	-	-		
BANK OF ENGLAND	✓(6)	-	-		
LEADER H/C (BIFREN)	-	-	✓		
LEADER H/L (WHITELAW)	-	-	✓		
LEADER, OPPOSITION (MINNOLK)	-	-	✓		
SHADOW CHANCELLOR (HATTERSLEY)	-	-	✓		



RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
RT. HON. T HIGGINS MP	-	-	✓		TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN
MR N FORMAN MP	-	-	✓		
MR CHRISTOPHER (IRSF)	-	-	✓		
MR R SHELDON MP	-	-	✓		
SIR W CLARK MP	-	-	✓		
MR M NEUBERT MP	-	-	✓		
MR T GARRETT-JONES MP	-	-	-	1 x SPEECH (FOR HM QUEEN)	
ABINET (ENCL. PM, CH, CT, LPS+LPS)	-	-	-	17 x SPEECH	TO BE DESPATCHED WHEN CHANCELLOR SITS DOWN
HANSARD	-	-	-	1 x SPEECH	VIA MH BY 3.15 pm FOR PAGE-BY-PAGE DISTRIBUTION
MR T LANCASTER (WASHINGTON)	✓(3)	-	-	ONLY 1 x SPEECH, 1 x BUDGET BRIEF	
MR O ROSTOCK (BRUSSELS)	✓(3)	-	-	4 x FSR, 1 x BUDGET BRIEF	
DIRECTOR BIS. (NEW YORK)	✓	-	-		BY DIPLOMATIC BAG
BRITISH EMBASSY, PARIS	✓	-	-		
UKCEL, OECD	✓	-	-		
SPEAKER	✓	-	-		
CHIEF WHIP	✓	-	-		BY 12.30 pm (VIA CO)
BRIAN DYER (FOR PS/SPEAKER)	-	-	-	1 x SPEECH	
TABLE OFFICE	✓(2)	-	-		
H/C LIBRARY	-	✓(4)	-		TO RS BY 3.00 pm
H/L LIBRARY	-	✓(4)	-		
BUTTERWORTHS	-	-	-	2 x RESOLUTIONS	



# RESPONSIBILITIES FOR DISTRIBUTION : IDT

RECIPIENT	WHOLE SPEECH	SNAPSHOT	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT					
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	10	10	-	-	-	-	-					
FLEET ST. PRESS	150	150	150	150	150	150	150					
NON-PRESS	200	200	200	200	200	200	200					
DEPT'S PRESS OFFICES	17	17	17	17	17	17	17					
HMT MAIL LIST	-	-	-	-	116	-	116					
IDT, SPARES, INCL. ENQUIRY ROOM	15	20	30	10	50	30	-					
FFJG	20	20	20	20	20	20	20					
<b>TOTAL</b>	<b>517</b>	<b>547</b>	<b>487</b>	<b>467</b>	<b>623</b>	<b>487</b>	<b>573</b>					











*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 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.

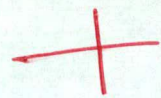
FSBR:                Would FP check that dates and deadlines are acceptable.

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

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

*A A Dight*  
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)



ACTIONPreparation 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 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 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).                   | JTH/MW          |
| (4)  | Arrange for sufficient 1075 machines, stocks of paper <u>and a 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. 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).<br>Check with EOG (David Lodge) for overnight accomodation to be provided. | AD              |
| (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).   | 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 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

- |      |  |                 |
|------|--|-----------------|
| (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 <u>Tuesday, 23 February</u> . | 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 |
|------|--|-------|



- (14) JF to organise arrangements for Budget Box photograph. JF
- (15) Draft of T.V. Broadcast to be produced and circulated to other Ministers for comment. RA/AA
- (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). SP/TB/PE/MW/BD
- (17) Prepare addressed envelopes or labels for those listed below under Items 19,54,92,99,100,104,106,122,123,124. Chancellor's Office

**Week before Budget**

- (18) Budget Box photograph at HMT. JF
- (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: AD

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

- |     |                       |                                    |
|-----|-----------------------|------------------------------------|
| (a) | NEDO (211 3000)       | )Each to have 3 (CBI to receive 4) |
|     | CBI (379 7400)        | )Snapshot, FSBR, Command Papers    |
|     | TUC (636 4030)        | )and                               |
|     | NICG (235 2020)       | )any Press Notices + 1 Resolution  |
|     | Conservative Research | )for CBI                           |
|     | Dept (222 9000)       |                                    |

NB. CBI package to be given to Mr Monck along with his own advance package (Mr Wynn Owen to assist in liaising 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. JW/TD
- (c) RR to arrange shuttle flight for messenger to take package(s) to Scotland. RR
- (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 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.

- (21) Check with FP/GE & MW precisely which documents will be in Budget package (eg. any Command Papers), and let RR know. AD/RR
- (22) AD to check despatch arrangements with Foreign Office (May Gibson 210-6128) for guidance telegram to overseas posts on Budget Day. AD
- (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. RR
- (24) BD to write to Vote and Printed Paper office concerning 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 to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator) JF
- (29) EPR Supplement to printer RA
- (30) EB to receive Chancellor's comments on drafts of key briefs. 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 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 for 11 and 14 March.  | AD/RR           |
| (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. | 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 Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex.                            | Comm Section/AD |

SATURDAY-MONDAYSaturday 12 March/Sunday 13 March

- |      |  |                        |
|------|--|------------------------|
| (48) | Collation of Press Notices by Committee Section and volunteers (NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are required by Parliamentary Section). | BP/RR                  |
| (49) | Book proofs of FSBR received by FP, 10.00 a.m., to be returned pm (copied to Chancellor).  | TB                     |
| (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
- 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 (6), Deputy Secretaries (7), Mr Culpin, Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call, Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.

- (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. CE  
IDT sign off EPR proof 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 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. 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

- (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 Office

- (67) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. AA/PS

- (68) Final check of Backbenchers' Brief by EB. PC/EB

- (69) Produce index for speech. Chancellor's 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 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 Office
- Chancellor
  - Prime Minister
  - Other Treasury Ministers (4) See Annex
  - Officials and Advisers (18)
  - Private Secretaries (4, including AH)
  - 2 copies for CH/EX's office
- (77) CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. And CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU
- (78) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/CT

**BUDGET 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 BofE know so that they can send a messenger to collect. (Brief may 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. 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). 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 Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production 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 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) AD/KS
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies. RE
- (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. MW
- (92) Prepare packages as follows: Chancellor's Office
- (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 page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Sue Tinson, ITN Budget Programme
    2. Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)
- (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 page-by-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. James Long: BBC Economics Editor.



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

(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:-

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 (..... to collect)

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

Mr Douglas Moffit,  
Economic Editor, LBC

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

(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.

(l) 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.

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

SM

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(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).

AD/TB/SK

(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).

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):-

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.

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.

MW/BD

- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.

TB/BD

- (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:-

Chancellor's  
Clerks

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)

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

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.

BD

AA/AD

- \* 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 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 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 teams.)

HB

SK

- (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 Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW.

AD

- (104) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to:

MW/AD/RS

Leader of the House of Commons: (Mr Biffen)

Leader of the House of Lords: (~~Viscount Whitelaw~~)

LORD BOLSTEAD

Leader of the Opposition (Rt. Hon. N Kinnock MP)

Shadow Chancellor (~~Rt. Hon. R Hattersley MP~~)

JOHN SMITH

Chancellor's PPS (Mr N Forman MP)

Rt Hon D Steel MP )  
Rt Hon R Maclennon MP ) Speech  
Rt Hon J Molyneaux MP ) Only

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

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 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.

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



- (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. JW
- (109) Chancellor + Mrs Lawson photocall outside No.11 before going to House. JF
- (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? RR/PE
- (111) Ensure all officials covering the Official Box have copies of the brief. SK
- IDT to collect packages (see item 102) from Committee Section JF
- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill: IDT
- (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech. JF
- (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 RS
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates 1988-89 Summary & Guide. RS
- (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 Item 104). MW
- (117) TB to phone KS in Scotland to authorise release of documents. TB
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106). AD



(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.

JW/TD/TB

(120) Check Hansard.

AH

(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)

MW/RA

(122) Send copies as follows:-

JW

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
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 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 Publishers.

AD/RS

AD/RS

(124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

BD

CHANCELLOR'S OFFICE



# ANNEX I

RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
NICO	-	3	-	3	-	3	3	3	3	3	-
NEDO	-	3	-	3	-	3	3	3	3	3	-
TUC	-	4	-	4	1	4	4	4	4	4	-
CBI	-	1	-	1	-	1	1	1	1	1	-
CONSERVATIVE RESEARCH DEPT.	-	16	-	16	-	16	16	16	16	16	-
DIPLOMATIC MISSIONS (16)	-	5	-	5	-	5	5	5	5	5	-
TCSC	-	6	-	6	-	6	6	6	6	6	-
SCOTLAND	-	-	30	30	-	-	-	-	-	-	-
PRESS GALLERY	2	2	16	2	-	2	2	2	2	2	-
ITN	2	2	11	2	-	2	2	2	2	2	-
BBC TV	1	2	11	2	-	2	2	2	2	2	-
BBC RADIO	1	1	5	1	-	1	1	1	1	1	-
IRN	1	1	-	1	-	1	1	1	1	1	-
REUTERS	1	1	-	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	1	1	1	-	1	1	1	1	1	-
CEEFAX	1	1	1	1	-	1	1	1	1	1	-
PARLIAMENTARY SECTION	-	2	-	1	-	7	1	7	1	1	-
PRIME MINISTER (+NO10)	-	6	-	6	-	6	6	10	10	6	6
HMT MINISTERS (4)	-	4	-	4	4	4	4	4	4	4	4
SPEAKER	-	1	-	1	1	1	1	1	1	1	-
CHIEF WHIP	-	1	-	1	1	1	1	1	1	1	-
HMT OFFICIALS (19)	-	19	-	19	19	20*	19	19	19	19	-
N. IRELAND OFFICE	-	1	-	1	1	1	1	1	1	1	-
MR BATTY HILL TR	-	1	-	1	1	1	1	1	1	1	-
SIR A FRANK - CTE	-	1	-	1	1	1	1	1	1	1	-
COURTNEY & BAKER (6)	-	6	-	6	6	6	6	6	6	6	-
INSLAND LEVINE (6)	-	6	-	6	6	6	6	6	6	6	-
SUB-TOTAL (i)	13	100	25	129	41	116	97	109	103	99	10

\* ANNEX III



RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF	
BANK 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	1	-	-	-	-	
H/EX, AA, AK, AH + CR (5)	-	5	-	5	5	5	5	5	5	5	5	
SIMON WOODALL	1	-	-	-	-	-	-	-	-	-	-	
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 P LILLET MP	-	1	-	-	-	1	1	-	-	-	-	
MR CHRISTOPHER (I.R.F)	-	1	-	-	-	1	1	-	-	-	-	
SIR W CLARK MP	-	1	-	-	-	1	1	-	-	-	-	
MR R SHELDON MP	-	1	-	-	-	1	1	-	-	-	-	
MR M NEWBERT MP	-	1	-	-	-	1	1	-	-	-	-	
MR T UNWEL-JONES MP	-	1	-	-	-	-	-	-	-	-	-	
REINER (HALL, FM, CH, CST, LA, APS)	-	17	-	-	-	-	-	-	-	-	-	
HANSARD	-	1	-	-	-	-	-	-	-	-	-	
TELETYPE + PRINTED PAPER OFFICE	-	-	-	1150	-	-	-	1150	1150	1150	-	
TABLE OFFICE	-	2	-	2	2	2	2	2	2	2	-	
LANCASTER (WASHINGTON)	-	1	-	3	3	3	3	3	3	3	1	
BOSTON (BRUSSELS)	-	1	-	3	3	4	3	3	3	3	1	
DIRECTOR BIS. (NEW YORK)	-	1	-	1	1	1	1	1	1	1	1	
BRITISH EMBASSY, PARIS	-	1	-	1	1	1	1	1	1	1	1	
UKDEL, OECD	-	1	-	1	1	1	1	1	1	1	1	
H/C LIBRARY	-	4	-	4	-	4	4	4	4	4	-	
H/L LIBRARY	-	4	-	4	-	4	4	4	4	4	-	
HMT LIBRARY	-	-	-	-	-	25	87	-	-	-	-	
BUTTECHSERTS	-	-	-	-	2	-	-	-	-	-	-	
SUB-TOTAL (ii)	1	572	-	1727	24	553	594	1803	1667	1753	10	
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10	
TOTAL	14	672	75	1856	65	669	691	1912	1770	1852	20	



ANNEX II  
REQUIREMENTS: FROM SOURCE

REQUIRED BY:	UNSTRIPPED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOURCES	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET
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		
FP					15 (incl. 9 source)						
HMT LIBRARY						25	87				170
TOTAL	14	672	75	1856	65	678	691	1912	1770	1852	190
SUPPLIED BY:											
CHANCELLOR'S OFFICE	14	155	75	159							
HMSO (FP ORDER)						678					
HMSO (GEP ORDER)							1691				
PARLIAMENTARY COUNSEL					65						
HMT COMMITTEE SECTION		517		1697				1912	1770		170
EB											20
MANUARY PRESS										1852	190
TOTAL	14	672	75	1856	65	678	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 SUMMARY+GUIDE, HMTPN'S  
 OGDPN'S, EPR
- PACKAGE C: SPEECH, FSBR, CST SUMMARY+GUIDE

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
NEDO	-	✓(3)	-		TO BE COLLECTED FROM ENQUIRY ROOM AFTER SPEECH. 'X' IN ADVANCE VIA MR MOTILAK/MR WYNN OWEN SEE 'X' ABOVE
TUC	-	✓(3)	-		
CBI	-	✓(4)	-	+ 1 RESOLUTION	
CONSERVATIVE RESEARCH DEPT	-	✓	-		
AUSTRALIAN H.C.	-	✓	-		
NEW ZEALAND H.C.	-	✓	-		
CANADIAN H.C.	-	✓	-		
JAPANESE EMBASSY	-	✓	-		
U.S. EMBASSY	-	✓	-		
FRENCH EMBASSY	-	✓	-		
W. GERMAN EMBASSY	-	✓	-		
LUXEMBOURG EMBASSY	-	✓	-		
BELGIAN EMBASSY	-	✓	-		
DANISH EMBASSY	-	✓	-		
IRE EMBASSY	-	✓	-		
ITALIAN EMBASSY	-	✓	-		
GREEK EMBASSY	-	✓	-		
NETHERLANDS EMBASSY	-	✓	-		
SPANISH EMBASSY	-	✓	-		
PORTUGUESE EMBASSY	-	✓	-		
TCSC	-	✓(5)	-		IF2 COLLECT PACKAGES FROM CHANCELLOR'S OFFICE AT 3.30 pm. IF2 DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN THE CHANCELLOR SITS DOWN
SCOTLAND	-	✓(6)	-		
PRESS GALLERY	-	-	-	30 X SECTIONED SPEECH, 30 X SNAPSHOT	
PA GALLERY	-	-	-	1 X UNSTAPLED	
ITN	-	-	-	16 X SECTIONED SPEECH, 2 X UNSTAPLED	
UE TINSON, ITN BUDGET PROGRAMME	-	✓	-		TO K.S. BY 11.00 am
ECONOMICS EDITOR, CHANNEL 4	-	✓	-		
BBC TV	-	-	-		
PRODUCER, BBC BUDGET PROGRAMME	-	✓	-		
ANNE LONG, BBC ECONOMICS EDITOR	-	✓	-		TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH
	-	-	-	11 X SECTIONED SPEECH, 2 X UNSTAPLED	



† SIR P MIDDLETON (3x FSBR), SIR T BURNS (2x FSBR)  
 MR J ANSON, SIR G LITTLE, MR Scholier  
 MR BYATT, MR Kemp, MR A WILSON, Miss Huelle  
 MR Kelly (2x FSBR), MR MINUK, MR Culpin  
 MISS PEIRSON, MR RIG Allen, MR Pickford  
 MISS C EVANS, MR CRIPPER (3x FSBR), MR T...  
 MR M Call (2x FSBR)

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
BBC RADIO	-	-	-	11x SECTIONED SPEECH, 1x UNSTAPLED	<p>TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH</p> <p>BY 12.30 pm (AA TO AUTHORISE RELEASE)</p> <p>TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN</p>
BBC ECONOMICS CORRESPONDENT	-	✓	-		
PRODUCER, PM BUDGET SPECIAL	-	✓	-		
IRN	-	-	-	5x SECTIONED SPEECH, 1x UNSTAPLED	
DOUGLAS MOFFIT, ECONOMICS EDITOR	-	✓	-		
REUTERS	-	-	-	1x UNSTAPLED	
DAVID KEEFE, REUTERS	-	✓	-		
AP DON JONES	-	-	-	1x UNSTAPLED	
MR GITTLE, AP DON JONES	-	✓	-		
PA NEWSROOM	-	-	-	1x UNSTAPLED	
FT NEWSROOM	-	-	-	1x UNSTAPLED	
DAVID WALKER, NEWS EDITOR, FT	-	✓(2)	-		
ORACLE	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
PETER HALL, EDITOR, ORACLE	-	✓	-		
CEEFAX	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
DAVID WILSON, MANAGER TELETEXT	-	✓	-		
PRIME MINISTER (+ NO 10)	-	✓(6)	-	4x HMT PPS'S, 4x OGDON'S, 6x BUDGET BRIEF	
CH/EX, AA, AK, AH + CR	✓(5)	-	-	5x BUDGET BRIEF	
HMT MINISTERS	✓(4)	-	-	2x FSBR FOR EACH MINISTER	
HMT OFFICIALS +	✓(18)	-	-		
N. IRELAND OFFICE	✓	-	-		
MR A BATTISHILL - IR	✓	-	-		
SIR A FRASER - C+E	✓	-	-		
INLAND REVENUE	✓(6)	-	-		
CUSTOMS + EXCISE	✓(6)	-	-		
BANK OF ENGLAND	✓(6)	-	-		
LEADER H/C (BIFFEN)	-	-	✓		
LEADER H/L (WHITELAW)	-	-	✓		
LEADER, OPPOSITION (KINNOCK)	-	-	✓		
SHADOW CHANCELLOR (HATTERSLEY)	-	-	✓		



RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
RT. HON. T HIGGINS MP	-	-	✓		TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN
MR N FORMAN MP	-	-	✓		
MR CHRISTOPHER (IRSF)	-	-	✓		
MR R SHELDON MP	-	-	✓		
SIR W CLARK MP	-	-	✓		TO BE DESPATCHED WHEN CHANCELLOR SITS DOWN VIA MH BY 3.15 pm FOR PAGE-BY-PAGE DISTRIBUTION
MR M NEUBERT MP	-	-	✓		
MR T GARCEL-JONES MP	-	-	-	1 x SPEECH (FOR HM QUEEN)	
ABINET (BILL. PM, CH, CST, LFC + LFS)	-	-	-	17 x SPEECH	
HANSARD	-	-	-	1 x SPEECH	
MR T LANCASTER (WASHINGTON)	✓(2)	-	-	ONLY 1 x SPEECH, 1 x BUDGET BRIEF	
MR O ROSTOCK (BRUSSELS)	✓(2)	-	-	4 x FSBR, 1 x BUDGET BRIEF	
DIRECTOR BIS. (NEW YORK)	✓	-	-		
BRITISH EMBASSY, PARIS	✓	-	-		
UKCEL, OECD	✓	-	-		
SPEAKER	✓	-	-		BY DIPLOMATIC BAG
CHIEF WHIP	✓	-	-		
BRIAN DYER (FOR PS/SPEAKER)	-	-	-	1 x SPEECH	BY 12.30 pm (VIA GO)
TABLE OFFICE	✓(2)	-	-		TO RS BY 3.00 pm
H/C LIBRARY	-	✓(4)	-		
H/L LIBRARY	-	✓(4)	-		
BUTTERWORTHS	-	-	-	2 x RESOLUTIONS	



# RESPONSIBILITIES FOR DISTRIBUTION : IDT

RECIPIENT	WHOLE SPEECH	SNAPSHOT	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT					
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	10	10	-	-	-	-	-					
FLEET ST. PRESS	150	150	150	150	150	150	150					
NON-PRESS	200	200	200	200	200	200	200					
DEPT'S PRESS OFFICES	17	17	17	17	17	17	17					
HMT MAIL LIST	-	-	-	-	116	-	116					
IDT, SPARES, INCL. ENQUIRY COM	15	20	30	10	50	30	-					
FFJG	20	20	20	20	20	20	20					
<b>TOTAL</b>	<b>517</b>	<b>547</b>	<b>487</b>	<b>467</b>	<b>623</b>	<b>487</b>	<b>573</b>					



# RESPONSIBILITIES FOR DISTRIBUTION: PARLIAMENTARY SECTION

RECIPIENT													
PS / SPEAKER SPEAKER CHIEF WHIP	1 x SPEECH PACK 'A' PACK 'A'												
JOURNAL OFFICE	6 x FSR 6 x CST SUMMARY + GUIDE												
TABLE OFFICE	2 x PACK 'A'												
VOTE + PRINTED PAPER OFFICE	1150 x SNAPSHOT 1150 x HMTDPN'S 1150 x OGDAN'S 1150 x EPR SUPPLEMENT												
BUTTERWORTHS	2 x RESOLUTIONS												
H/C LIBRARY H/L LIBRARY	4 x PACK B 4 x PACK B												

TO BE GIVEN TO BD BY CHANCELLOR'S OFFICE

- FROM FP  
- FROM ESTIMATES CLERK

FROM COMMITTEE SECTION

- FROM CHANCELLOR'S OFFICE

FROM CHANCELLOR'S OFFICE







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

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

*A A Dight*  
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)



ACTIONPreparation 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 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 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).                   | JTH/MW          |
| (4)  | Arrange for sufficient 1075 machines, stocks of paper <u>and a 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. 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).<br>Check with EOG (David Lodge) for overnight accomodation to be provided. | AD              |
| (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).   | 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 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

- |      |  |                 |
|------|--|-----------------|
| (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 <u>Tuesday, 23 February</u> . | 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 |
|------|--|-------|



Get in diary now?

- (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 PN's 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.

JF  
APH  
~~RA/AA~~

SP/TB/PE/MW/BD

Chancellor's Office

Week before Budget

- (18) Budget Box photograph at HMT.
- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:

JF  
AD

\* (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, FSR, Command Papers and
- TUC (636 4030) )any Press Notices + 1 Resolution 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 liaising with CBI for collection of package).

still?

(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.

JW/TD

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

RR

(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

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.

- (21) Check with FP/GE & MW precisely which documents will be in Budget package (eg. any Command Papers), and let RR know. AD/RR
- (22) AD to check despatch arrangements with Foreign Office (May Gibson 210-6128) for guidance telegram to overseas posts on Budget Day. AD
- (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. RR
- (24) BD to write to Vote and Printed Paper office concerning 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 to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator) JF
- (29) EPR Supplement to printer RA
- (30) EB to receive Chancellor's comments on drafts of key briefs. 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 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. Chancellor's Budget Broadcast meeting. *if necessary*. APH ~~PC/RA~~ ~~AA~~ AD/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 for 11 and 14 March. AD/RR
- (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. 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 Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex. Comm Section/AD

SATURDAY-MONDAYSaturday 12 March/Sunday 13 March

- (48) Collation of Press Notices by Committee Section and volunteers (NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are required by Parliamentary Section). BP/RR
- (49) Book proofs of FSBR received by FP, 10.00 a.m., to be returned pm (copied to Chancellor). TB
- (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 Office~~
- (53) EPR proof to printer (with Chancellor's comments). RA
- if press do by Friday*





- (54) Roll off and collate 36 <sup>final draft</sup> copies of speech for:
- 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 (6), Deputy Secretaries (7), Mr Culpin, Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call, Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&E.

(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. CE  
IDT sign off EPR proof 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 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. 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

(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 Office

(67) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. AA/PS

(68) Final check of Backbenchers' Brief by EB. PC/EB

(69) Produce index for speech. Chancellor's 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 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 Office
- Chancellor
  - Prime Minister
  - Other Treasury Ministers (4) See Annex
  - Officials and Advisers (18)
  - Private Secretaries (4, including AH)
  - 2 copies for CH/EX's office
- (77) CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. And CRU rolls off 1700 copies of snapshot. Chancellor's Office/CRU
- (78) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech. PC/CT

**BUDGET 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 BofE know so that they can send a messenger to collect. (Brief may 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. 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). 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 Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 92 and 95). From Private Office production 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 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) AD/KS
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies. RE
- (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. MW
- (92) Prepare packages as follows: Chancellor's Office
- (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 page-by-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
    1. Sue Tinson, ITN Budget Programme
    2. Economics Editor, Channel 4.
 (NB: These envelopes to be handed over at the end of Chancellor's speech)
- (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 page-by-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
    1. Producer, BBC Budget Programme
    2. James Long: BBC Economics Editor.



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

(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:-

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 (..... to collect)

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

Mr Douglas Moffit,  
Economic Editor, LBC

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

(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.

(l) 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.

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

SM

---

(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).

AD/TB/SK

(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).

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):-

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.

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.

MW/BD

- (98) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament.

TB/BD

- (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:-

Chancellor's  
Clerks

Prime Minister\*  
Chief Secretary (2xFSBR)  
Financial Secretary (2xFSBR)  
Paymaster General (2xFSBR)  
Economic Secretary (2xFSBR)

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

~~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)

BD

1 Set of above to Northern Ireland Office.

AD to seek authorisation from AA to issue packages to other Ministers and Officials.

AA/AD

- \* 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 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 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 teams.)

HB

SK

- (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 Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW.

AD

- (104) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to:

MW/AD/RS

Leader of the House of Commons: (Mr <sup>Dabcham</sup> Biffen)  
Leader of the House of Lords: (Viscount <sup>Lord Belstead</sup> Whitelaw)

Leader of the Opposition (Rt. Hon. N Kinnock MP)  
Shadow Chancellor (Rt. Hon. <sup>R Hattersley MP</sup> Hattersley MP) <sup>J Smith</sup>  
Chancellor's PPS (Mr N Forman MP) <sup>As speaking</sup>  
Rt Hon D Steel MP )  
Rt Hon R Maclennon MP ) Speech  
Rt Hon J Molyneaux MP ) Only  
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

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 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.

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

*Check explicitly link B Dyer.*  
*(104) Copy of Chancellor's speaking copy to AA to give to Nigel Forman just before speech.*

*AD/AA*



- (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. JW
- (109) Chancellor + Mrs Lawson photocall outside No.11 before going to House. JF
- (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. RR/PE
- (111) Ensure all officials covering the Official Box have copies of the brief. SK
- IDT to collect packages (see item 102) from Committee Section JF
- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill: IDT
- (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech. JF
- (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 RS
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates 1988-89 Summary & Guide. RS
- (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 Item 104). MW
- (117) TB to phone KS in Scotland to authorise release of documents. TB
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106). AD



(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.

JW/TD/TB

(120) Check Hansard.

AH

(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)

MW/RA

(122) Send copies as follows:-

JW

	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>
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 any Press Notices to RS for depositing in the Libraries of the House of Commons and House of Lords.

AD/RS

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

AD/RS

(124) Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.

BD

CHANCELLOR'S OFFICE



# ANNEX I

RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
NIG	-	3	-	3	-	3	3	3	3	3	-
NEDO	-	3	-	3	-	3	3	3	3	3	-
TUC	-	4	-	4	1	4	4	4	4	4	-
CBI	-	1	-	1	-	1	1	1	1	1	-
CONSERVATIVE RESEARCH DEPT.	-	16	-	16	-	16	16	16	16	16	-
DIPLOMATIC MISSIONS (16)	-	5	-	5	-	5	5	5	5	5	-
TCSC	-	6	-	6	-	6	6	6	6	6	-
SCOTLAND	-	-	30	30	-	-	-	-	-	-	-
PRESS GALLERY	2	2	16	2	-	2	2	2	2	2	-
ITN	2	2	11	2	-	2	2	2	2	2	-
BBC TV	1	2	11	2	-	2	2	2	2	2	-
BBC RADIO	1	1	5	1	-	1	1	1	1	1	-
IRN	1	1	-	1	-	1	1	1	1	1	-
REUTERS	1	1	-	1	-	1	1	1	1	1	-
AP DON JONES	1	1	-	1	-	1	1	1	1	1	-
PA	1	-	-	-	-	-	-	-	-	-	-
PA (GALLERY)	1	-	-	-	-	-	-	-	-	-	-
FT	1	2	-	2	-	2	-	2	2	2	-
ORACLE	1	1	1	1	-	1	1	1	1	1	-
CEEFAX	1	1	1	1	-	1	1	1	1	1	-
PARLIAMENTARY SECTION	-	2	-	1	-	7	1	7	1	1	-
PRIME MINISTER (+NO10)	-	6	-	6	-	6	6	10	10	6	6
HMT MINISTERS (4)	-	4	-	4	4	4	4	4	4	4	4
SPEAKER	-	1	-	1	1	1	1	1	1	1	-
CHIEF WHIP	-	1	-	1	1	1	1	1	1	1	-
HMT OFFICIALS (19)	-	19	-	19	19	20*	19	19	19	19	-
N. IRELAND OFFICE	-	1	-	1	1	1	1	1	1	1	-
MR BATTLE HILL TK	-	1	-	1	1	1	1	1	1	1	-
SIR A FRANK - LTE	-	1	-	1	1	1	1	1	1	1	-
CUSTOMS & EXCISE (6)	-	6	-	6	6	6	6	6	6	6	-
INSURANCE LEVY (6)	-	6	-	6	6	6	6	6	6	6	-
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10

\* ANNEX III



RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	REVOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPZ SUPPLEMENT	BUDGET BRIEF
BANK 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	1	-	-	-	-
CH/EX, AA, AK, AH + CR (5)	-	5	-	5	5	5	5	5	5	5	5
SIMON WOODALL	1	-	-	-	-	-	-	-	-	-	-
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 P LILLET MP	-	1	-	-	-	1	1	-	-	-	-
MR CHRISTOPHER (I.R.F)	-	1	-	-	-	1	1	-	-	-	-
SIR W CLARK MP	-	1	-	-	-	1	1	-	-	-	-
MR R SHELDON MP	-	1	-	-	-	1	1	-	-	-	-
MR M NEWBERT MP	-	1	-	-	-	1	1	-	-	-	-
MR T UNDEL-JONES MP	-	1	-	-	-	-	-	-	-	-	-
ARINE (H.M. Fin, CH, CST, LA, PS)	-	17	-	-	-	-	-	-	-	-	-
HANSARD	-	1	-	-	-	-	-	-	-	-	-
NET 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
BOSTON (BRUSSELS)	-	1	-	3	3	4	3	3	3	3	1
DIRECTOR BIS. (NEW YORK)	-	1	-	1	1	1	1	1	1	1	1
BRITISH EMBASSY, PARIS	-	1	-	1	1	1	1	1	1	1	1
UNDEL, OECD	-	1	-	1	1	1	1	1	1	1	1
H/C LIBRARY	-	4	-	4	-	4	4	4	4	4	-
H/L LIBRARY	-	4	-	4	-	4	4	4	4	4	-
HMT LIBRARY	-	-	-	-	-	25	87	-	-	-	-
BUTTERFIELD	-	-	-	-	2	-	-	-	-	-	-
SUB-TOTAL (ii)	1	572	-	1727	24	553	594	1803	1667	1753	10
SUB-TOTAL (i)	13	100	75	129	41	116	97	109	103	99	10
TOTAL	14	672	75	1856	65	669	691	1912	1770	1852	20



## ANNEX II

## REQUIREMENTS : FROM SOURCE

REQUIRED BY:	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. PRESS NOTICES	EPR SUPPLEMENT	BUDGET 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						15 (incl. 9 spare)					
EB											170
HMT LIBRARY						25	87				
TOTAL	14	672	75	1856	65	678	691	1912	1770	1852	190
<u>SUPPLIED BY:</u>											
CHANCELLOR'S OFFICE	14	155	75	159							
HMSO (FP ORDER)						678					
HMSO (GEP ORDER)							691				
PARLIAMENTARY COUNSEL					65						
HMT COMMITTEE SECTION		517		1697				1912	1770		170
EB											20
MACAULAY PRESS										1852	
TOTAL	14	672	75	1856	65	678	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 SUMMARY+GUIDE, HMTPN'S  
OGDPN'S, EPR
- PACKAGE C: SPEECH, FSBR, CST SUMMARY+GUIDE

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
NEDO	-	✓(3)	-		TO BE COLLECTED FROM ENQUIRY ROOM AFTER SPEECH. 'X'
TUC	-	✓(3)	-		
CBI	-	✓(4)	-	+ 1 RESOLUTION	
NICG	-	✓	-		
CONSERVATIVE RESEARCH DEPT	-	✓	-		
AUSTRALIAN H.C.	-	✓	-		
NEW ZEALAND H.C.	-	✓	-		
CANADIAN H.C.	-	✓	-		
JAPANESE EMBASSY	-	✓	-		
U.S. EMBASSY	-	✓	-		
FRENCH EMBASSY	-	✓	-		
W. GERMAN EMBASSY	-	✓	-		
LUXEMBOURG EMBASSY	-	✓	-		
BELGIAN EMBASSY	-	✓	-		
DANISH EMBASSY	-	✓	-		
IRISH EMBASSY	-	✓	-		
ITALIAN EMBASSY	-	✓	-		
GREEK EMBASSY	-	✓	-		
NETHERLANDS EMBASSY	-	✓	-		
SPANISH EMBASSY	-	✓	-		
PORTUGUESE EMBASSY	-	✓	-		
TCSC	-	✓(5)	-		IF2 COLLECT PACKAGES FROM CHANCELLOR'S OFFICE AT 3.30 pm. IF2 DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN THE CHANCELLOR SITS DOWN
SCOTLAND	-	✓(6)	-		
PRESS GALLERY	-	-	-	30 X SECTIONED SPEECH, 30 X SNAPSHOT	
PA GALLERY	-	-	-	1 X UNSTAPLED	
ITN	-	-	-	16 X SECTIONED SPEECH, 2 X UNSTAPLED	
UE TINSON, ITN BUDGET ADVISOR	-	✓	-		TO K.S. BY 11.00 am
ECONOMICS EDITOR, CHANNEL 4	-	✓	-		
BBC TV	-	-	-	11 X SECTIONED SPEECH, 2 X UNSTAPLED	
PRODUCER, BBC BUDGET PROGRAMME	-	✓	-		
ANNIE LONG, BBC ECONOMICS EDITOR	-	✓	-		
					TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK 'B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH



† SIR P MIDDLETON (3x FSBR), SIR T BURNS (2x FSBR)  
 MR J ANSON, SIR G LITTLE, MR Scholier  
 MR BYATT, MR Kemp, MR A WILSON, MISS Huelle  
 MR Kelly (2x FSBR), MR MINUK, MR Cull  
 MISS HEIKSON, MR RIG Allen, MR Pickford  
 MISS C EVANS, MR CRIPPER (3x FSBR), MR TYRE  
 MR McCall (2x FSBR)

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
BBC RADIO	-	-	-	11x SECTIONED SPEECH, 1x UNSTAPLED	<p>TO BE COLLECTED FROM CHANCELLOR'S OFFICE AT 2.30 pm FOR PAGE-BY-PAGE DISTRIBUTION AS CHANCELLOR SPEAKS. PACK B'S TO BE HANDED OVER AT <u>END</u> OF SPEECH</p> <p>BY 12.30 pm (AA TO AUTHORISE RELEASE)</p> <p>TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN</p>
BBC ECONOMICS CORRESPONDENT	-	✓	-		
PRODUCER, PM BUDGET SPECIAL	-	✓	-		
IRN	-	-	-	5x SECTIONED SPEECH, 1x UNSTAPLED	
DOUGLAS MOFFIT, ECONOMICS EDITOR	-	✓	-		
REUTERS	-	-	-	1x UNSTAPLED	
DAVID KEEFE, REUTERS	-	✓	-		
AP DON JONES	-	-	-	1x UNSTAPLED	
MR GITTNER, AP DON JONES	-	✓	-		
PA NEWSROOM	-	-	-	1x UNSTAPLED	
FT NEWSROOM	-	-	-	1x UNSTAPLED	
DAVID WALKER, NEWS EDITOR, FT	-	✓(2)	-		
ORACLE	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
PETER HALL, EDITOR, ORACLE	-	✓	-		
CEEFAX	-	-	-	1x SECTIONED SPEECH, 1x UNSTAPLED	
DAVID WILSON, MANAGER TELETEXT	-	✓	-		
PRIME MINISTER (+ NO 10)	-	✓(6)	-	4x HMT PIN'S, 4x OGDON'S, 6x BUDGET BRIEF	
CH/EX, AA, AK, AH + CR	✓(3)	-	-	5x BUDGET BRIEF	
HMT MINISTERS	✓(4)	-	-	2x FSBR FOR EACH MINISTER	
HMT OFFICIALS †	✓(18)	-	-		
N. IRELAND OFFICE	✓	-	-		
MR A BATTISHILL - IR	✓	-	-		
SIR A FRASER - C+E	✓	-	-		
INLAND REVENUE	✓(6)	-	-		
CUSTOMS + EXCISE	✓(6)	-	-		
BANK OF ENGLAND	✓(6)	-	-		
LEADER W/C (BIFFEN)	-	-	✓		
LEADER W/L (WHITEHEAD)	-	-	✓		
LEADER, OPPOSITION (KINNOCK)	-	-	✓		
HADOW CHANCELLOR (HATTERSLEY)	-	-	✓		



RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
RT. HON. T HIGGINS MP	-	-	✓		TO BE TAKEN TO THE HOUSE BY CR AT 3.00 pm AND RELEASED TO PPS'S WHEN CHANCELLOR SITS DOWN
MR N FORMAN MP	-	-	✓		
MR CHRISTOPHER (IRSF)	-	-	✓		
MR R SHELDON MP	-	-	✓		
SIR W CLARK MP	-	-	✓		
MR M NEUBERT MP	-	-	✓		
MR T GARRETT-JONES MP	-	-	-	1 x SPEECH (FOR HM QUEEN)	
ABINET (BILL. PM, CH, CT, LFC + LPS)	-	-	-	17 x SPEECH	TO BE DESPATCHED WHEN CHANCELLOR SITS DOWN
HANSARD	-	-	-	1 x SPEECH	VIA MH BY 3.15 pm FOR PAGE-BY-PAGE DISTRIBUTION
MR T LANCASTER (WASHINGTON)	✓(2)	-	-	ONLY 1 x SPEECH, 1 x BUDGET BRIEF	BY DIPLOMATIC BAG
MR O ROSTOCK (BRUSSELS)	✓(3)	-	-	4 x FSR, 1 x BUDGET BRIEF	
DIRECTOR BIS. (NEW YORK)	✓	-	-		
BRITISH EMBASSY, PARIS	✓	-	-		
UKCEL, OECD	✓	-	-		
SPEAKER	✓	-	-		
CHIEF WHIP	✓	-	-		BY 12.30 pm (VIA GO)
BRIAN DYER (FOR PS/SPEAKER)	-	-	-	1 x SPEECH	
TABLE OFFICE	✓(2)	-	-		TO RS BY 3.00 pm
H/C LIBRARY	-	✓(4)	-		
H/L LIBRARY	-	✓(4)	-		
BUTTERWORTHS	-	-	-	2 x RESOLUTIONS	



# RESPONSIBILITIES FOR DISTRIBUTION : IDT

RECIPIENT	WHOLE SPEECH	SNAPSHOT	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT					
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	10	10	-	-	-	-	-					
FLEET ST. PRESS	150	150	150	150	150	150	150					
NON-PRESS	200	200	200	200	200	200	200					
DEPT'S PRESS OFFICES	17	17	17	17	17	17	17					
HMT MAIL LIST	-	-	-	-	116	-	116					
IDT, SPARES, INCL. ENQUIRY ROOM	15	20	30	10	50	30	-					
FFJG	20	20	20	20	20	20	20					
TOTAL	517	547	487	467	623	487	573					



# RESPONSIBILITIES FOR DISTRIBUTION: PARLIAMENTARY SECTION

RECIPIENT												
PS / SPEAKER SPEAKER CHIEF WHIP	1 x SPEECH PACK 'A' PACK 'A'											
JOURNAL OFFICE	6 x FSR 6 x CST SUMMARY + GUIDE											
TABLE OFFICE	2 x PACK 'A'											
VOTE + PRINTED PAPER OFFICE	1150 x SNAPSHOT 1150 x HMTDPN'S 1150 x OGDPN'S 1150 x EPR SUPPLEMENT											
BUTTERWORTHS	2 x RESOLUTIONS											
H/C LIBRARY H/L LIBRARY	4 x PACK B 4 x PACK B											

TO BE GIVEN TO BD BY CHANCELLOR'S OFFICE

- FROM FP  
- FROM ESTIMATES CLERK

FROM COMMITTEE SECTION

- FROM CHANCELLOR'S OFFICE

FROM CHANCELLOR'S OFFICE



# RESPONSIBILITIES FOR DISTRIBUTION : FP

RECIPIENT	FSBR	PACK B	
PARLIAMENTARY SECTION	6	-	} FROM HMSO
FP (SPARE)	9	-	
SCOTLAND	-	6	- FROM CHANCELLOR'S OFFICE
TOTAL	15	6	



FROM: MISS C EVANS  
DATE: 18 JANUARY 1988

MR S DAVIES  
MR J HIBBERD  
MISS SINCLAIR  
MRS BUTLER  
MR MOWL

cc Principal Private Secretary Mr Riley  
PS/Chief Secretary Mr R I G Allen  
PS/Financial Secretary Mr Bottrill  
PS/Paymaster General Mr Hudson  
PS/Economic Secretary Miss Simpson  
PS/Sir Peter Middleton Mr Dyer  
PS/Sir Terence Burns Mr Allum  
Mr Scholar Mr Rawlins  
Mr Odling-Smee Mr Dight  
Mr Culpin Mrs Thorpe  
Mr Peretz Mr Kavanagh - CSO  
Mr Turnbull Mrs Crane  
Mr Pickford

### 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) before 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.

CE

MISS C EVANS



Monday  
1 February

Chancellor's meeting on the Forecast  
Overview 3

Tuesday  
2 February

Chancellor's meeting on Budget  
broadcast  
Submission to Chancellor on MTFS  
issues/assumptions/pre Budget  
fiscal projections

Reserves published

Wednesday  
3 February

TCSC PEWP: CST evidence

Thursday  
4 February

Chancellor's meeting on MTFS  
issues etc

Friday  
5 February



Monday  
8 February

Overview 4

Tuesday  
9 February

ECOFIN

Draft paper for economic  
Cabinet to Chancellor

PSBR (internal)

Wednesday  
10 February

RPI (internal)

Thursday  
11 February

1st Order

Friday  
12 February

First Budget statement outline  
to Chancellor

RPI published



Monday  
15 February

Overview 5  
Chancellor comments on Budget  
statement outline  
Paper for economic Cabinet circulated

Tuesday  
16 February

Briefing for economic Cabinet  
to Chancellor  
First draft of MTFS (early sections)  
to Chancellor

PSBR published

Wednesday  
17 February

Submission on 1987-88 and 1988-89  
PSBR to Chancellor

Thursday  
18 February

Economic Cabinet  
Chancellor's meeting on MTFS draft  
(and target ranges)  
First draft of Chapter 3 to Chancellor

Provisional money published  
unemployment figures

Friday  
19 February

Scorecard to Bank  
First draft of Budget speech to Chancellor



Monday  
22 February

Overview 6  
Chancellor's meeting on Chapter 3  
Chapter 4 to Chancellor

Tuesday  
23 February

Chancellor's meeting on Budget broadcast  
Chancellor comments on Chapter 4 by noon  
Chapters 2, 6 to Chancellor

Wednesday  
24 February

Chancellor comments on Chapters 2, 6 by noon  
Submission to Chancellor on revised  
MTFS assumptions  
Chapter 5 to Chancellor  
2nd draft of Chapter 4 to  
Chancellor (if necessary)

Thursday  
25 February

Second draft of Chapter 6 to  
Chancellor (if necessary)  
Chancellor comments on Chapter 5 by 10am  
Chapter 1 to Chancellor  
2nd draft of Chapter 3 to Chancellor

Friday  
26 February

Revised draft of MTFS to  
Chancellor and Bank  
Second draft of Budget statement  
to Chancellor  
Chapters 5 & 6 to printer  
Report to Chancellor on PSBR

Full money (internal)

Saturday/Sunday  
27-28 February

Chancellor works on Budget statement



Monday  
29 February

Overview 7  
Submission to Chancellor on post-Budget  
fiscal projections  
Chancellor's Office circulate  
revised Budget statement  
Chapter 4 to printer

Full money published

Tuesday  
1 March

Draft minute to PM on Budget  
proposals to Chancellor  
Chapter 3 to printer

Reserves (internal)

Wednesday  
2 March

Chancellor's meeting with HMT and  
separately Bank on MTFS  
Chapters 1, 2 to printer  
1st proof of Chapters 4, 5, 6  
from printer to Chancellor

Reserves published

Thursday  
3 March

Chancellor minutes FM on Budget  
proposals  
Chancellor comments on Chapters  
4, 5, 6 by noon

Friday  
4 March

1st proof of Chapters 1, 2, 3  
from printer & to Chancellor  
Revised Budget speech to Chancellor  
Revised Chapter 2 to Chancellor

Saturday/Sunday  
5-6 March

Chancellor works on Budget statement



Monday 7 March	ECOFIN	Chancellor comments on Chapters 1, 2, 3 by noon Chancellor's office circulate revised version of Budget Statement Chapters 4, 5, 6 to printers	
Tuesday 8 March		Draft minute to PM on MTFS to Chancellor Chapters 1, 2 to printers Draft EPR supplement to Chancellor Draft notes for Queen & overseas posts to Chancellor	
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Saturday 12 March		Chancellor comments on EPR proof am FSBR checked in FMT by noon FSBR & EPR proofs to printer Chancellor finalises Budget statement	



Week 0

CX DIARY & PARLIAMENT

FSBR & BUDGET

EXTERNAL EVENTS

Monday  
14 March

Audience with Queen

Budget speech copied  
FSBR read at press

Tuesday  
15 March

Budget Day

FSBR published ✓

Wednesday  
16 March

Budget debate

PSBR published

Thursday  
17 March

Budget debate

Unemployment figures published

Friday  
18 March



FROM: MISS C EVANS  
 DATE: 18 JANUARY 1988

Julie  
 OK?  
 AA  
 pup

MR S DAVIES  
 MR J HIBBERD  
 MISS SINCLAIR  
 MRS BUTLER  
 MR MOWL

cc **Principal Private Secretary** Mr Riley  
 PS/Chief Secretary Mr R I G Allen  
 PS/Financial Secretary Mr Bottrill  
 PS/Paymaster General Mr Hudson  
 PS/Economic Secretary Miss Simpson  
 PS/Sir Peter Middleton Mr Dyer  
 PS/Sir Terence Burns Mr Allum  
 Mr Scholar Mr Rawlins  
 Mr Odling-Smee Mr Dight  
 Mr Culpin Mrs Thorpe  
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 Mr Turnbull Mrs Crane  
 Mr Pickford

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Saturday/Sunday  
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Monday

14 March

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FSBR read at press

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Tuesday

15 March

Budget Day

FSBR published

---

Wednesday

16 March

Budget debate

PSBR published

---

Thursday

17 March

Budget debate

Unemployment figures published

---

Friday

18 March

---



**CONFIDENTIAL***Comments taken  
on Board***FROM: MRS T C BURNHAMS****DATE: 27 January 1988****cc Miss Evans****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 and overseas posts submitted to Chancellor RC"

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

**CONFIDENTIAL**



**CONFIDENTIAL**

~~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

l. 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!

*T. C. Burnhams*

MRS T C BURNHAMS

**CONFIDENTIAL**





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

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

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)
CT	Chris Titmuss	(4840)
BD	Brian Dyer	(4520)
RS	Richard Savage	(5006)
TJD	Tony Davies	(5163)



ACTIONPreparation 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 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 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).                   | JTH/MW          |
| (4)  | Arrange for sufficient 1075 machines, stocks of paper and a <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. 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).<br>Check with EOG (David Lodge) for overnight accomodation to be provided. | AD              |
| (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 90).   | AD/JF           |
| (9)  | Arrangements for laying of White Papers, etc.   | BD              |
| (10) | 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.)                         | MW              |

16 Sitting Days before Budget Day

- |      |  |                 |
|------|--|-----------------|
| (11) | 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 <u>Tuesday, 23 February</u> . | BD/Nigel Forman |
|------|--|-----------------|

Two weeks before Budget Day

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



- (13) MG to organise arrangements for Budget Box photograph. MG/PE  
Budget box to be collected from Office Services.
- (14) Draft of T.V. Broadcast to be produced and circulated for AH  
comment.
- (15) TB co-ordinate along with PE, BD and MW, letter to Departments SP/TB/PE/MW/BD  
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 Chancellor's  
Items 18,90,97,98,102,104,120,121,122. Office

**Week before Budget**

- (17) Budget Box photograph at HMT. (Thursday 10 March). MG
- (18) Make arrangements for those entitled to collect copies of Speech, AD  
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) |
| CBI (379 7400)        | copies of Speech,                  |
| TUC (636 4030)        | )Snapshot, FSBR, Command Papers    |
| NICG (235 2020)       | and                                |
| Conservative Research | )any Press Notices + 1 Resolution  |
| Dept (222 9000)       | for 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) TL to arrange with IF2 Division (DS) to collect for issue after TL/DS  
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) RR  
to Scotland.



- (19) TB 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 midday on Friday 11 March at the latest. TB to arrange for correct number of copies of FSBR to be delivered by 9.00 a.m. on Tuesday 15 March. TB
- (20) Check with FP/GE & MW precisely which documents will be in Budget package (eg. any Command Papers), and let RR know. AD/RR
- (21) AD to check despatch arrangements with Foreign Office (May Gibson 210-6128) for guidance telegram to overseas posts on Budget Day. AD
- (22) All offices to inform RR of requirements for messengers, security guards and vans. RR to send reminder to offices asking them of their requirements. RR
- (23) BD to write to Vote and Printed Paper office concerning embargoes to be observed on the FSBR and related documents. BD

Tuesday 8 March

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

Thursday 10 March

- (28) Inform IDT of likely length of Speech. AA/RA
- (29) 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) MG
- (30) EPR Supplement to printer EE/PE
- (31) EB to receive Chancellor's comments on drafts of key briefs. Meeting if necessary. AA/EB
- (32) Draft of Backbenchers' Brief to Chancellor. PC
- (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. Chancellor's Budget Broadcast meeting. (If necessary). AH
- (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 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 for 11 and 14 March. AD/RR
- (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. 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 Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex. Comm Section/AD

SATURDAY-MONDAY

Saturday 12 March/Sunday 13 March

- (48) Collation of Press Notices by Committee Section and volunteers (NB 1150 collated sets of the Budget Snapshot, the EPR Supplement and related Treasury and other Departmental PNs are 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 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             |

**Monday 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 Speakers Yard to greet Chancellor and Mrs Lawson and show latter to her seat, and to thereafter go to Chancellor's PPS's room to guard over copies (see item 102) while Budget Speech is in 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 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 <u>FINAL</u> 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 can be regarded as final or amend speaking copy in accordance 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<br>Office |
| (68) | Chancellor due at Buckingham Palace. (6.15pm)   | JTH                    |
| (69) | Chancellor's Office receive Snapshot from RE for checking.  | RE                     |
| (70) | Check that CST Summary and Guide, Resolutions and EPR Supplement have arrived in Chancellor's Office.   | AD                     |
| (71) | Advisers re-submit Backbenchers' Brief to Chancellor for final approval.  | PC/AA                  |



- (72) Final check of Snapshot before collating. RE/SP
- (73) CRU roll off 170 copies of Budget Brief. CT
- (74) Photocopy 36 copies of final text for Chancellor's Office
- 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. Chancellor's Office/CRU
- (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. PC/CT

**BUDGET DAY: 15 March**

- (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 PS/IR, PS/C&E and BofE know so that they can send a messenger to collect. (Brief may not be ready until very late). AD
- (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. TB
- (82) 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 Miss Titmuss in the CRU for 580 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 90 and 93). From Private Office production 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 and Ceefax. CT/TL/SP



- (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) AD/KS
- (88) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies. RE
- (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. MW
- (90) Prepare packages as follows: Chancellor's Office
- (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 unstapled Speech with sidelines and headlines for page-by-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) BBC, TV White City (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 page-by-page distribution\*
  - 2 separate envelopes, containing 1 copy of Speech, Snapshot, CST Summary & Guide, EPR Supplement, 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 (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 page-by-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 end 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 at the end 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.
- (l) 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)

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

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(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). AD/TB/LH

(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). LH/AD

(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):- 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.

(94) Start collation of full text of Speech with index and checklist. Chancellor's Clerks and Typists

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

(96) Parliamentary Section to be given 6 copies of FSBR by TB for laying before Parliament. TB/BD

(97) By 12.30 p.m.: 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:- Chancellor's Clerks

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)

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

Speaker (via Mr Dyer)  
Chief Whip (via Mr Dyer)  
1 Set of above to Northern Ireland Office. BD



AD to seek authorisation from AA to issue packages to other 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, CST Summary & Guide, Snapshot, EPR Supplement, FSBR, Press Notices + 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 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 Papers and Press Notices to be issued to HB for allocation to 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

- 553 copies of Speech (supplied by CRU)
- 523 copies of FSBR
- 523 copies of other Depts'. Budget Press Notices
- 583 copies of Snapshot
- 659 copies of Tsy Press Notices (103 copies for Treasury Mailing list)
- 503 Cmnd Papers (CST Summary and Guide)

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

(101) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to TL.

AD

(102) 1 set each of Speech, FSBR, CST Summary & Guide, and Command 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)

Shadow Chancellor (Rt. Hon. J Smith MP)

Chancellor's PPS (Mr N Forman MP)

Rt Hon D Steel MP

Rt Hon R Maclellan MP

Rt Hon J Molyneaux MP

)  
) Speech  
) Only

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 (+ 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 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.

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

(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. AA/AD

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. AD/Chancellor's Office

(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. TL

(107) Chancellor + Mrs Lawson photocall outside No.11 before going to House. MG

(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. RR/PE

(109) Ensure all officials covering the Official Box have copies of the brief. LH

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

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

(a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech. JF

(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.



- (c) There will be monitoring of BBC and ITN Broadcasts in IDT by officials and Press Officers.
- (111) Delivery of Snapshot, Treasury Press Notices, EPR Supplement, and other Departments' Press Notices to Vote and Printed Paper Offices RS
- (112) Laying of FSBR, Chief Secretary's, Summary & Guide, and Main Estimates. 1988-89. RS
- (113) During Speech: Note changes from typed version. AH

At end of Speech

- (114) Set to be collected for Leader or Deputy Leader of the House of Lords from N Forman's room (see Item 102).
- (115) TB to phone KS in Scotland to authorise release of documents. TB
- (116) Despatch by hand copies of Speech to other members of Cabinet (see Item 104). AD
- (117) Release copies of Speech and FSBR for Cabinet Ministers, (see item 104), Press (see item 108) and NICG envelopes (see item 18) 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 18(b) to IF2 Division. TL/TD
- (118) Check Hansard. AH
- (119) 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 RA) MW/RA
- (120) Send copies as follows:- TL

	<u>CST Summary Guide</u>	<u>Speech and Brief</u>	<u>Snapshot Resolution, Press Notices</u>	<u>FSBR</u>	<u>Cmd Papers</u>	<u>EPR Supplement</u>
Mr F Cassell British Embassy Washington	3	1	3	3	3	3
Mr D Bostock UKREP Brussels	3	1	3	4	4	3

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



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, 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







RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	F&BR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
CUSTOMS & EXCISE (6)	—	6	—	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)	—	553	—	583	—	523	503	659	523	609	—
RT HON T HIGGINS MP	—	1	—	—	—	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	—	1	—	—	—	1	1	—	—	—	—
MR CHRISTOPHER (IRSF)	—	1	—	1	—	1	1	1	1	—	—
SIR W CLARK MP	—	1	—	—	—	1	1	—	—	—	—
MR R SHELDON MP	—	1	—	—	—	1	1	—	—	—	—
THE HON M LENNOX BOYD MP	—	1	—	—	—	1	1	—	—	—	—
MR T GAREL-JONES MP	—	1	—	—	—	—	—	—	—	—	—
CABINET (EXCL PM, CX, CST, LPC LPS)	—	17	—	—	—	17	—	—	—	—	—
HANGARD	—	1	—	—	—	—	—	—	—	—	—
VOTE & PRINTED PAPER OFFICE	—	—	—	1150	—	—	—	1150	1150	1150	—
TABLE OFFICE	—	2	—	2	2	2	2	2	2	2	—
MR CASSELL (WASHINGTON)	—	1	—	3	3	3	3	3	3	3	1
MR BOSTOCK (BRUSSELS)	—	1	—	3	3	4	3	3	3	3	1
DIRECTOR BIS (NEW YORK)	—	1	—	1	1	1	1	1	1	1	1
BRITISH EMBASSY (PARIS)	—	1	—	1	1	1	1	1	1	1	1
UKDEL, OECD	—	1	—	1	1	1	1	1	1	1	1
H/C LIBRARY	—	4	—	4	—	4	4	4	4	4	—
H/L LIBRARY	—	4	—	4	—	4	4	4	4	4	—
BUTTERWORTHS	—	—	—	—	2	—	—	—	—	—	—



RECIPIENTS	UNSTAPLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT	BUDGET BRIEF
RT HON D STEEL MP	—	1	—	—	—	—	—	—	—	—	—
RT HON R MACLENNAN MP	—	1	—	—	—	—	—	—	—	—	—
RT HON J MOLYNEAUX MP	—	1	—	—	—	—	—	—	—	—	—
HMT LIBRARY	1	11	1	2	2	—	—	1	1	2	2
PS/SPEAKER (VIA BOYER)	—	1	—	—	—	—	—	—	—	—	—
FP DIVISION		10		10	3	16	3	3	3	10	
EB DIVISION		4		3		4	2	3	2	3	170
KNIGHT RIDDER	1	1	1	1		1	1	1	1	1	
<b>TOTAL</b>	<b>14</b>	<b>745</b>	<b>76</b>	<b>1917</b>	<b>89</b>	<b>736</b>	<b>659</b>	<b>1958</b>	<b>1821</b>	<b>1911</b>	<b>194</b>



## ANNEX II

## REQUIREMENTS: FROM SOURCE

REQUIRED BY	UNSTARLED SPEECH	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT	BUDGET 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	—	6	6	1150	1150	1150	1
FP	—	10	—	10	3	16	3	3	3	10	—
EB	—	4	—	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							
HMSO (FP ORDER)						736					
HMSO (GEP ORDER)							669				
PARLIAMENTARY COUNSEL					94						
HMT COMMITTEE SECTION		579		1748				1968	1831		170
EB											24
MACAULAY PRESS										1921	
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  
 Sir G Littler Sir T Burns Dame Anne Mueller Mr Scholar  
 Mr Lankester Mr I Byatt Mr Monck Sir A Wilson  
 Mr Kemp Mr Culpin Miss Peirson Mr R I G Allen  
 Mr Pickford Mr C Kelly 2xFSBR Miss C Evans  
 Mr Cropper 3xFSBR Mr Tyrie Mr Call Mr Odling-Smee

## RESPONSIBILITIES FOR DISTRIBUTION: CHANCELLOR'S OFFICE

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
SCOTLAND		✓ (6)			- TO K GEDGWICK BY 11.00AM  BY 12.30PM (AA TO AUTHORISE RELEASE)
PRIME MINISTER (+NO.10)	✓ (6)			6x BUDGET BRIEF, 4x HMPPN'S + OGDPN'S	
CX, AA, JT, AH, MW	✓ (5)			5x BUDGET BRIEF	
HMT MINISTERS	✓ (4)			2x FSBR EACH, 4x BUDGET BRIEF	
HMT OFFICIALS +	✓ (22)				
N. IRELAND OFFICE	✓				
MR A BATTIGHILL I/R	✓				
MR B UNWIN C&E	✓				
INLAND REVENUE	✓ (6)				
CUSTOMS & EXCISE	✓ (6)				
BANK OF ENGLAND	✓ (6)			1x BUDGET BRIEF	BY 12.30PM (VIA BRIAN DYER)
SPEAKER	✓				
CHIEF WHIP	✓				
BRIAN DYER (FOR PS/SPEAKER)				1x SPEECH	
PRESS GALLERY				30x SECTIONED SPEECH, 30x SNAPSHOT	
PA GALLERY				1x UNSTAPLED	
ITN				16x SECTIONED SPEECH, 2x UNSTAPLED	
(NIGEL DACRE)		✓			
(ITN BUDGET PROGRAMME)		✓			
(ECONOMICS EDITOR)		✓			
(CHANNEL 4)					
BBC TV				11x SECTIONED SPEECH 2x UNSTAPED	
(PRODUCER)		✓			
(BBC BUDGET PROGRAMME)		✓			
(JAMES LONG)		✓			
(BBC ECONOMICS EDITOR)		✓			
BBC RADIO				11x SECTIONED SPEECH 1x UNSTAPLED	
(BBC ECONOMICS CORRESPONDENT)		✓			

TO BE COLLECTED FROM THE CHANCELLOR'S OFFICE AT 2.30PM FOR PAGE BY PAGE DISTRIBUTION AS CHANCELLOR SPEAKS  
PACK B'S TO BE HANDED OVER AT END OF SPEECH



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

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

PACKAGE C: SPEECH, FSBR, CST SUMMARY & GUIDE

RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED
KNIGHT RIDDER MR LEHENY, NIGHT RIDDER PRODUCER, PM BUDGET SPECIAL IRN		✓ ✓		1x SECTIONED SPEECH, 1x UNSTAPLED	TO BE COLLECTED FROM CHANCELLORS OFFICE AT <u>2.30PM</u> FOR PAGE BY PAGE DISTRIBUTION AS CHANCELLOR SPEAKS  PACK B'S TO BE HANDED OVER <u>AT END OF SPEECH</u>
(DOUGLAS MOFFIT) (ECONOMICS EDITOR) REUTERS		✓		5x SECTIONED SPEECH, 1x UNSTAPLED	
DAVID O'KEEFE, REUTERS		✓		1x UNSTAPLED SPEECH	
AP DOW JONES				1x UNSTAPLED SPEECH	
MR HITCHCOCK: AP DOW JONES		✓		1x UNSTAPLED SPEECH	
PA NEWSROOM				1x UNSTAPLED SPEECH	
FT NEWSROOM				1x UNSTAPLED SPEECH	
(DAVID WALKER, NEWS EDITOR) FT		✓(2)			
ORACLE				1x SECTIONED SPEECH, 1x UNSTAPLED	
PETER HALL, EDITOR, ORACLE CEE FAX		✓		1x SECTIONED SPEECH, 1x UNSTAPLED	
(DAVID WILSON, MANAGER) TELETEXT		✓			
LEADER H/C (WAKEHAM)			✓		TO BE TAKEN TO THE HOUSE BY <u>AH</u> AT <u>3.00PM</u> AND RELEASED TO PPS'S <u>WHEN CHANCELLOR SITS DOWN</u>
LEADER H/L (BELSTEAD)			✓		
LEADER, OPPOSITION (KINNOCK)			✓		
SHADOW CHANCELLOR (SMITH)			✓		
RT HON T HIGGINS MP			✓		
MR N FORMAN MP			✓	1 COPY OF CX'S SPEAKING COPY VIA (AA)	
MR CHRISTOPHER (IRSF)			✓	HMTPN'S, OGDPN'S, SNAPSHOT	
MR R SHELDON MP			✓		
SIR W CLARK MP			✓		
THE HON M LENNOX BOYD MP			✓		
MRT GAREL-JONES MP				1x SPEECH (FOR HM QUEEN)	
RT HON D STEEL MP				1x SPEECH	AS ABOVE
RT HON R MACLENNAN MP					
RT HON J MOLYNEAUX MP					



RECIPIENT	PACK A	PACK B	PACK C	OTHER	TIME TO BE DELIVERED	
TABLE OFFICE	√(2)				- TO RICHARD SAVAGE <u>BY 3.00PM</u>	
H/C LIBRARY		√(4)				
H/L LIBRARY		√(4)			- VIA <u>TONY LYONS BY 3.15PM</u> FOR PAGE BY PAGE DISTRIBUTION	
BUTTERNORTHS				2 x RESOLUTIONS		
HANSARD				1 x SPEECH	- TO BE COLLECTED <u>FROM ENQUIRY ROOM AFTER SPEECH</u>	
NEDO		√(3)				
TUC		√(3)			- <u>IN ADVANCE OF SPEECH VIA MR MONCK / MR NYNN OWEN</u>	
CBI		√(4)		+ 1 RESOLUTION		
NICG		✓			- TO BE COLLECTED <u>FROM ENQUIRY ROOM AFTER SPEECH</u>	
CONSERVATIVE RESEARCH DEPT		✓				
(CABINET MEMBERS EXCL PM, CX, CST, LPC, LPS)				17 x SPEECH, 17 x FSBR	- TO BE DISPATCHED <u>WHEN CHANCELLOR SITS DOWN</u>	
MR F CASSELL (WASHINGTON)	√(3)			ONLY 1 x SPEECH, 1 x BUDGET BRIEF		
MR D BOSTOCK (BRUSSELS)	√(3)			4 x FSBR, 1 x BUDGET BRIEF	- BY DIPLOMATIC BAG	
DIRECTOR BIS (NEW YORK)	✓			1 x BUDGET BRIEF		
BRITISH EMBASSY (PARIS)	✓			1 x BUDGET BRIEF		
UKDEL, OECD	✓			1 x BUDGET BRIEF		
TCSC		√(5)			- AT 2.30pm TAKE PACKAGES TO FP.Rm 44/1	
AMERICAN EMBASSY		✓				
AUSTRALIAN H.C.		✓				
BELGIAN EMBASSY		✓				
CANADIAN EMBASSY		✓				
DANISH EMBASSY		✓				
FRENCH EMBASSY		✓				
W. GERMAN EMBASSY		✓				
GREEK EMBASSY		✓				
IRISH EMBASSY		✓				
ITALIAN EMBASSY		✓				
EMBASSY OF JAPAN		✓				
						- IF 2 COLLECT PACKAGES FROM THE CHANCELLOR'S OFFICE AT 3.30PM. IF DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN CHANCELLOR SITS DOWN



RECIPIENT	PACK A	PACK B	PACK C	OTHER						TIME TO BE DELIVERED
EMBASSY OF LUXEMBOURG		✓								IF 2 COLLECT PACKAGES FROM THE CHANCELLORS OFFICE AT 3.30PM. IF DELIVER TO ENQUIRY ROOM FOR COLLECTION WHEN THE CHACELLOR SITS DOWN
NETHERLANDS EMBASSY		✓								
NEW ZEALAND H.C.		✓								
NORWEGIAN EMBASSY		✓								
PORTUGESE EMBASSY		✓								
SPANISH EMBASSY		✓								
SWEDISH EMBASSY		✓								
SWISS EMBASSY		✓								
TURKIGH EMBASSY		✓								



ANNEX IV

RESPONSIBILITIES FOR DISTRIBUTION: IDT

RECIPIENT	WHOLE SPEECH	SNAPSHOT	FSBR	CST SUMMARY GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT
PRESS GALLERY	105	130	70	70	70	70	70
OVERSEAS REPS	10	10	—	—	—	—	—
FLEET ST PRESS	165	165	165	165	165	165	165
NON-PRESS	220	220	220	220	220	220	220
DEPT'S PRESS OFFICES	18	18	18	18	18	18	18
HMT MAIL LIST	—	—	—	—	116	—	116
(IDT, SPARES, INCL ENQUIRY ROOM)	15	20	30	10	50	30	—
FFTG	20	20	20	20	20	20	20
TOTAL	553	583	523	503	659	523	609



## ANNEX V

## RESPONSIBILITIES FOR DISTRIBUTION: PARLIAMENTARY SECTION

## RECIPIENT

PS/SPEAKER  
SPEAKER  
CHIEF WHIP

1 x SPEECH  
PACK A  
PACK A

- TO BE GIVEN TO BD BY CHANCELLORS OFFICE

## JOURNAL OFFICE

6 x FSBR  
6 x CST SUMMARY + GUIDE

- FROM FP  
- FROM GEP (C KNIGHT)

## TABLE OFFICE

2 x PACK A

FROM CHANCELLORS OFFICE

VOTE + PRINTED PAPER  
OFFICE

1150 x SNAPSHOT  
1150 x HMT PN'S  
1150 x OGDPN'S  
1150 x EPR SUPPLEMENT

FROM COMMITTEE SECTION

## BUTTERWORTHS

2 x RESOLUTIONS

- FROM CHANCELLORS OFFICE

H/C LIBRARY  
H/L LIBRARY

4 x PACK B  
4 x PACK B

FROM CHANCELLORS OFFICE



# ANNEX VI

## RESPONSIBILITIES FOR DISTRIBUTION: FP

RECIPIENT	FSBR	PACK B																		
PARLIAMENTARY SECTION	6	—	}	FROM HMSO																
FP (SPARE)	10	—																		
SCOTLAND	—	6	FROM CHANCELLORS OFFICE																	
TOTAL	16	6																		





Tommy

Budget Day documents

- I have spoken to Mrs. Burnham (FP) and it seems to make sense that numbers should be collated through you.
- i.e. the lists that appear at the back of the aide-memoire should be updated.
- You might like to contact people direct i.e. F.P., Party-Section, myself?

Thanks.

Peter Edwards

2/2/88.



MR. B. Dyer.

Brian: Could you check names in item (104) below.

Thanks  
Tony

Tony  
Content  
Review  
2/2

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

AD  
HB  
SK

(101) At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command 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 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 Papers and Press Notices to be given to AA, JT, AH and MW, and of speech only to JW.

AD

(104) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to:

MW/AD/RS

Leader of the House of Commons: (Mr ~~Biffen~~)

Wakeham  
Lord Belstead

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 Hon J Smith MP  
Chancellor's PPS (Mr N Forman MP)

Rt Hon D Steel MP  
Rt Hon R Maclennan MP  
Rt Hon J Molyneaux MP

} Speech  
} Only

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

The Hon M Lennox 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 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.

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







SUSAN

SNAPSHOT  
Resolutions  
EPR Supp  
Budget Brief

MAD

[Redacted]

1 OF  
ALL

GER

WHOLE SPEECH  
x 10

*Faint handwritten notes in the right margin, including the word "PREVIOUS" written vertically.*





















→ Mr. Dight

RESPONSIBILITIES FOR DISTRIBUTION : IDT

RECIPIENT	WHOLE SPEECH	SNAPSHOT	FSBR	CST SUMMARY GUIDE	HMT PRESS NOTICES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMENT					
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	10	10	-	-	-	-	-					
FLEET ST PRESS	165	165	165	165	165	165	165					
NON-PRESS	220	220	220	220	220	220	220					
DEPT'S PRESS OFFICES	18	18	18	18	18	18	18					
HMT MAIL LIST	-	-	-	-	116	-	116					
(IDT, SPARES, INCL)	15	20	30	10	50	30	-					
ENQUIRY ROOM												
FFTG	20	20	20	20	20	20	20					
TOTAL	553	583	523	503	659	523	589					



