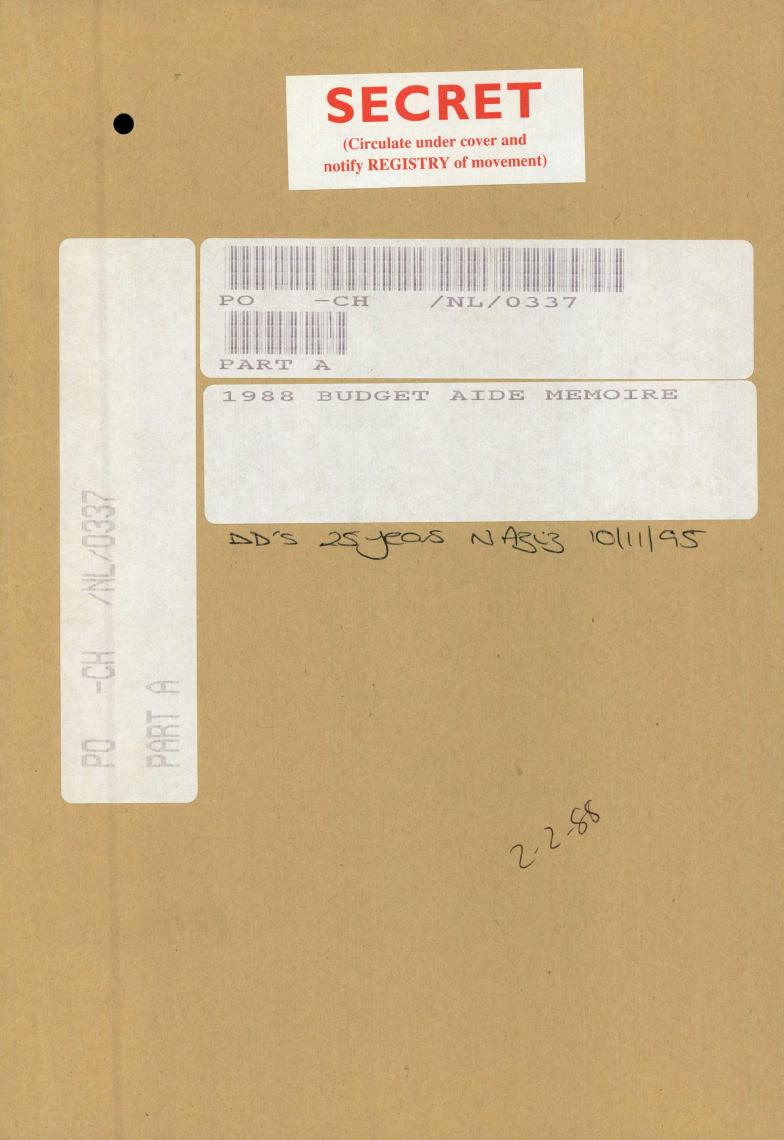
PO-CH/NL/0337 PART A



. RM10.6

CONFIDENTIAL

Comments taken on Boan



FROM: A A DIGHT DATE: 7 January 1988

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

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

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

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

### 1988 BUDGET AIDE MEMOIRE: FIRST DRAFT

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

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



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

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

BudgetBrief &Snapshot

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

rdrdwight A A DIGHT

## 1988 BUDGET AIDE MEMOIRE

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

### Preparation in weeks before the Budget

Prepa	ration in weeks before the Budget	
(1)	Arrange audience of The Queen with her Private Secretary Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc).	JTH/MW 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 mechanic on call to be available from Saturday before Budget Day.	AD/RR
(5)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.	RA/JF
(6)	Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.	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 Site	ting 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</u> , 23 February.	BD/Nigel Forman
Two w	eeks before Budget Day	

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

AA/RA

ACTION

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

### Week before Budget

- (18) Budget Box photograph at HMT.
- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- (ensuring that the Press are kept separate from Diplomats, CBI etc).

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

Conservative Research Dept (222 9000)

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

(b) JW to arrange with IF2 Division (TD) to collect for issue after Budget Speech to Australian and New Zealand High Commissions, EEC Diplomatic Missions (including Portugal + Spain), and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

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

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

JF

Chancellor's

Office

AD

RR

JF

91.

RA/AA

SP/TB/PE/MW/BD

	midday on Friday 11 March at the latest. TB to arrange for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March.	
(21)	Check with FP/GE & MW precisely which documents will be in 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.	АА
(35)	Send copy of latest draft of Speech to PM if Chancellor wishes.	АА
(36)	RE to submit draft Snapshot to Chancellor's Office having cleared with FP and FB (to be shown to Chancellor).	CE/EB/RE



(37)	Finalise arrangements with BBC for TV Broadcast.	JF
(38)	Prepare summary for The Queen and overseas posts (may also be used at Budget Cabinet) Submit to Chancellor's Office.	RC
(39)	EPR proof to Chancellor	RA
(40)	Submit final draft of TV broadcast if available. 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.	
(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-MONDAY
Saturd	ay 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).	тв
(50)	Chancellor: photo-call.	JF
(51)		
(0-1)	Type Snapshot on A4 paper.	IDT/EB
(52)	Type Snapshot on A4 paper. Check and make corrections in Chancellor's speaking copy, section by section.	IDT/EB Chancellor's Office

(54)	Roll off and collate 36 copies of speech for:	AD
	<ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> <li>Prime Minister</li> </ul>	
	<ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,</li> <li>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,</li> <li>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>	
(55)	Mr Cropper has Backbenchers' Brief checked for factual accuracy by EB.	PC/EB
(56)	Send speaking copy and spare to Chancellor.	AD
Monda	ay 14 March	
(57)	8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof	CE RA
(58)	Collect Budget Box from IDT.	AD/JF
(59)	9.00 a.m. Ensure that copies circulated by hand as in item 54.	AD
(60)	See item 81 - phone C&E, IR, B of E.	WL
(61)	MW to confirm with Tony Davies that he will be available in 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
(67)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. <u>Text must be finalised</u> .	Office AA/PS
(68)	Final check of Backbenchers' Brief by EB.	PC/EB
(69)	Produce index for speech.	Chancellor's
(70)	Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.	Office JTH
(71)	Chancellor's Office receive Snapshot from RE for checking.	SP/SK
		A Second state of the seco

(7	2)	Check that CST Summary and Guide, Resolutions and EPR Supplement have arrived in Chancellor's Office. (C Knight)	AD
(7	3)	Advisers re-submit Backbenchers' Brief to Chancellor for final approval.	PC/AA
(7	4)	Final check of Snapshot before collating.	SP
(7	5)	CRU roll off 170 copies of Budget Brief.	СТ
(7	6)	Photocopy 30 copies of final text section by section for	Chancellor's
		<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>	Office
(7	7)	CX's office rolls off 99 copies of speaking copy, 75 copies section by section and 13 unstapled sets. And CRU rolls off 1700 copies of snapshot.	Chancellor's Office/CRU
(7	8)	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
BI	UDGE	TDAY: 15 March	
(7	9)	0845: Chancellor (+ family) photocall in St James' Park	JF
(8	0)	Tabling of Budget Resolutions by Parliamentary Counsel.	FP
(8	1)	As soon as final version of brief is available let PS/IR, PS/C&E and BofE know so that they can send a messenger to collect. (Brief may not be ready until very late).	AD
(8	2)	Order taxis to take MW & JW with speech sections to House at 3.00 pm.	WL
(8	3)	10.00 am: TB to check that FSBR has arrived.	ТВ
(8	4)	10.00 am: JF to supervise BBC team at No.11 for TV Broadcast	JF
(8	5)	10.30 a.m.: Budget Cabinet (time to be confirmed).	JTH
(8	6)	RE to "mark up" (sideline) final version of speech	HB/RE
(8	7)	EB to double-check headlined version of the speech.	EB
(8	8)	By 11 a.m. the "compact" master copy of Speech is to be given to 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)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
    - 1 copy of Snapshot, with each final section (ie 30 snapshots)
  - (b) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 <u>unstapled</u> Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot,
       FSBR, Command papers and all press notices addressed to:-
      - 1. Sue Tinson, ITN Budget Programme
    - 2 Economics Editor, Channel 4.

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

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

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

AD/KS

RE

MW

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

- (e) BBC Radio, Broadcasting House (..... to collect)
  - 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot,
     FSBR, Command Papers and all press notices addressed to:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... to collect)
  - 5 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

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

### (g) Reuters Newsroom (..... to collect)

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

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

- (h) AP Dow Jones (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices to Mr Gittler

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

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

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to:

Mr David Walker News Editor, Financial Times

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

- (k) Oracle (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (1) Ceefax (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: David Wilson, Manager Teletext.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD

(95)Committee Section pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in pre-addressed envelopes provided by IDT. Copies of Speech are not provided by Chancellor's Office):-105 copies of Speech and 130 copies of Snapshot 70 copies each of FSBR, HMT's PN, Other Gov. Dept's PN's, other

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

The above parcels should then be packed for transmission to the House.

Cmnd Papers to Home Press, Gallery, House of Commons

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

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

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

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of **Press Notices.**
- At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and (100)FSBR, + other Command Papers to be given to messengers from:-

-

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

BP to provide extra messenger to

Chancellor's

Clerks

Chancellor's Clerks

and Typists

MW/BD

TB/BD

report to AD by 2.15 pm

BD

AA/AD

RR/PE

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

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



- (107) <u>At 2.30 pm</u>: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and ...... assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the Snapshot and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

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

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (113) Delivery of Snapshot, Treasury Press Notices and other Departments' Press Notices to Vote and Printed Paper Offices
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates 1988-89 Summary & Guide.
- (115) During Speech: Note changes from typed version.

#### At end of Speech

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

JW

JF

RR/PE

SK

JF

IDT

JF

RS

RS

MW

TB

AD

AH MW

(119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) and envelopes (see item 19) for NEDO, CBI (via Mr Monck), TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 19 to IF2 Division.

- (120) Check Hansard.
- (121) Check whether Debate is likely to continue beyond 7.00 pm if so, confirm duty Minister's extensions for bench, taking into account Minister's media engagements (in consultation with RC)
- (122) Send copies as follows:-

	Speech and Brief	Snapshot Resolution, Press Notices	FSBR	Cmd Papers		
Mr F Cassell British Embassy Washington	1	3	3	3		
Mr D Bostock UKREP Brussels	1	3	4	4		

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

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775, Paris, Cedex, France (1 copy of brief only).

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

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

BD

# ANNEX I

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

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

.

\*

----

## ANNEX II REQUIREMENTS : FROM SOURCE

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

# ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE

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

1.

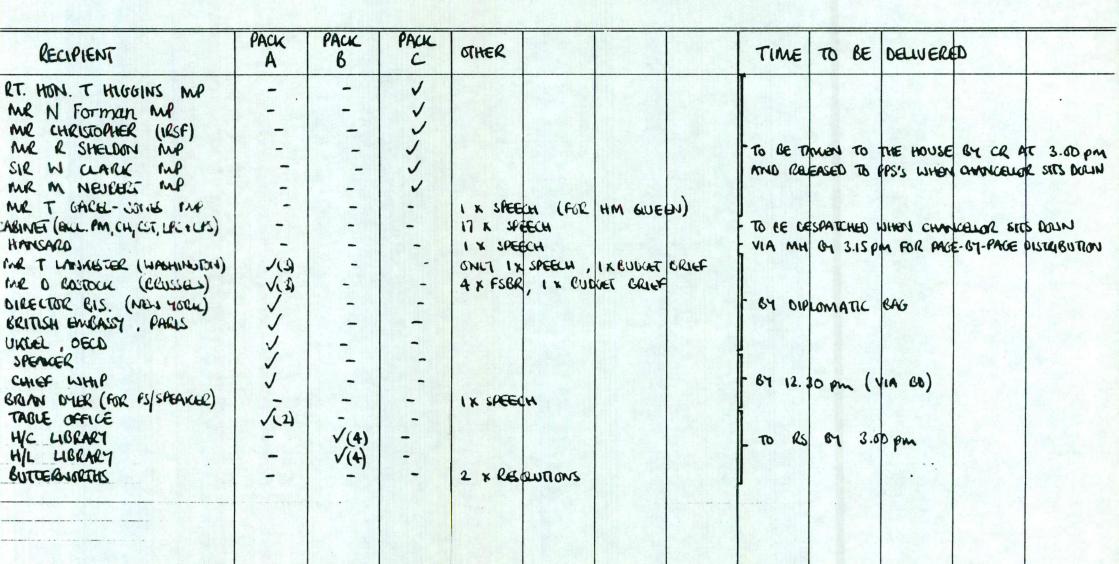
. . .

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

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

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

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



RESPONSIBILITIES FOR DISTRIBUTION : IDT

1

RECIPIENT	WHOLE	SNAPSHOT	FSBR	SUMMARY + GUIDE	HTMT PRESS NOTILLES	OTHER DEPT PRESS NOTICES	EPR SUPPLEMEN			
PRESS GALLERY OVERSEAS REPS FLEET ST. PRESS NON - PRESS DEPT'S PRESS OFFICES HIMT MAIL UST IDT, SPARES, INCL. ENGURY 600M FFJG	105 10 150 207 17 15 20	130 10 150 200 17 20 20	70 	70 - ISO 200 17 - 10 20	70 150 200 17 116 50 20	70  150 200 17  30 20	70 - 150 200 17 116 - 20			
TOTAL	517	547	487	467	623	487	573			
		1								
			T							

1911. 19

1

# RESPONSIBILITIES FOR DISTRIBUTION: PARLAMENTARY SECTION

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

# RESPONSIBILITIES FOR DISTRIBUTION : FP

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

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



FROM: A A DIGHT DATE: 7 January 1988

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

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

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

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

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

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



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

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

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

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

Ard Light

## 1988 BUDGET AIDE MEMOIRE

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

engagements.

## CONFIDENTIAL

		ACTION
Prepa	ration in weeks before the Budget	
(1)	Arrange audience of The Queen with her Private Secretary Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc).	JTH/MW 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</u> <u>mechanic on call</u> to be available from Saturday before Budget Day.	AD/RR
(5)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.	RA/JF
(6)	Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.	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 Sit	ting 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</u> , <u>23 February</u> .	BD/Nigel Forman
Two w	veeks before Budget Day	
(13)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements.	AA/RA

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

### Week before Budget

(18) Budget Box photograph at HMT.

Dept (222 9000)

- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- \* (ensuring that the Press are kept separate from Diplomats, CBI etc).

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

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

(b) JW to arrange with IF2 Division (TD) to collect for issue after Budget Speech to Australian and New Zealand High Commissions, EEC Diplomatic Missions (including Portugal + Spain), and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

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

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

JF

RA/AA

SP/TB/PE/MW/BD

Chancellor's Office

JF

AD



	midday on Friday 11 March at the latest. TB to arrange for 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
(25)	<u>Tuesday 8 March</u> 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-MONDAY
Saturda	ay 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).	ТВ
(50)	Chancellor: photo-call.	JF
(51)	Type Snapshot on A4 paper.	IDT/EB
(52)	Check and make corrections in Chancellor's speaking copy, section by section.	Chancellor's Office
(53)	EPR proof to printer (with Chancellor's comments).	RA

(54)	Roll off and collate 36 copies of speech for:	AD	
	<ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> </ul>		
	- Prime Minister		
	<ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,</li> <li>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,</li> <li>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>		
(55)	Mr Cropper has Backbenchers' Brief checked for factual accuracy by EB.	PC/EB	
(56)	Send speaking copy and spare to Chancellor.	AD	
Monday 14 March			
(57)	8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof	CE 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	
(67)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. <u>Text must be finalised</u> .	Office AA/PS	
(68)	Final check of Backbenchers' Brief by EB.	PC/EB	
(69)	Produce index for speech.	Chancellor's	
(70)	Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.	Office JTH	
(71)	Chancellor's Office receive Snapshot from RE for checking.	SP/SK	

### CONFIDENTIAL

(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
	<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>	Office
(77)	CX's office rolls off 99 copies of speaking copy, 75 copies section 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
BUDG	ET DAY: 15 March	
(79)	0845: Chancellor (+ family) photocall in St James' Park	JF
(80)	Tabling of Budget Resolutions by Parliamentary Counsel.	FP
(81)	As soon as final version of brief is available let PS/IR, PS/C&E and 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.	ТВ
(84)	10.00 am: JF to supervise BBC team at No.11 for TV Broadcast	JF
(85)	10.30 a.m.: Budget Cabinet (time to be confirmed).	JTH
(86)	RE to "mark up" (sideline) final version of speech	HB/RE
(87)	EB to double-check headlined version of the speech.	EB
(88)	By 11 a.m. the "compact" master copy of Speech is to be given to 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)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
    - 1 copy of Snapshot, with each final section (ie 30 snapshots)
  - (b) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 <u>unstapled</u> Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-

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

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

RE

AD/KS

MW

Chancellor's Office

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

- (e) BBC Radio, Broadcasting House (..... to collect)
  - 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... to collect)
  - 5 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

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

#### (g) Reuters Newsroom (..... to collect)

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

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

- (h) <u>AP Dow Jones</u> (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices to Mr Gittler

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

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

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to:

Mr David Walker News Editor, Financial Times

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

- (k) Oracle (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (1) Ceefax (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: David Wilson, Manager Teletext.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD

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

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

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

The above parcels should then be packed for transmission to the House.

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

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

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

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- (100) At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and FSBR, + other Command Papers to be given to messengers from:-

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

Chancellor's Clerks and Typists

MW/BD

TB/BD

Chancellor's Clerks

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

BD

AA/AD

RR/PE

	(AD phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)	AD
(101)	At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command 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
	<ul> <li>517 copies of Speech (supplied by CRU)</li> <li>487 copies of FSBR</li> <li>487 copies of other Depts'. Budget Press Notices</li> <li>547 copies of Snapshot</li> <li>623 copies of Tsy Press Notices (103 copies for Treasury Mailing list)</li> <li>467 Cmnd Papers (CST Summary and Guide)</li> </ul>	
	in pre-addressed envelopes (provided by PE) for Press and other callers to collect	
(103)	1 set each of Speech, Snapshot, FSBR, Resolutions, Command 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 Maclennon MP	
	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 <u>Mr Forman's</u> room, for member of Parliamentary Section to guard over and for <u>Mr Forman</u> and other PPS's to pick up directly after speech and give to those concerned.	
(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 <u>Budget Brief</u> .	AA/AD

### Budget Day: After lunch

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

- (107) <u>At 2.30 pm</u>: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and .....assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the Snapshot and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

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

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copics of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (113)Delivery of Snapshot, Treasury Press Notices and other RS Departments' Press Notices to Vote and Printed Paper Offices (114)Laying of FSBR, Chief Secretary's Memorandum and Supply RS Estimates 1988-89 Summary & Guide. (115)During Speech: Note changes from typed version. MW At end of Speech (116)Set to go to Leader or Deputy Leader of the House of Lords (see MW Item 104). (117)TB to phone KS in Scotland to authorise release of documents. TB AD
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106).

JW

JF

RR/PE

SK

JF

IDT

JF

•

- (119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) and envelopes (see item 19) for NEDO, CBI (via Mr Monck), TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 19 to IF2 Division.
- (120) Check Hansard.
- (121) Check whether Debate is likely to continue beyond 7.00 pm if so, confirm duty Minister's extensions for bench, taking into account Minister's media engagements (in consultation with RC)
- (122) Send copies as follows:-

	Speech and Brief	Snapshot Resolution, Press Notices	FSBR	Cmd Papers
Mr F Cassell British Embassy Washington	1	3	3	3
Mr D Bostock UKREP Brussels	1	3	4	4

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

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775, Paris, Cedex, France (1 copy of brief only).

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

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

## ANNEX I

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

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

## ANNEX II REQUIREMENTS : FROM SOURCE

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

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

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

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

			at 2 Street		
RECIPIENT	PACK A	PACK B	PACK	OTHER	TIME TO BE DELIVERED
RT. HON. T HUGGINS MP	-		~		
MR N Forman MP	396- C.S.		1		
MR CHRISTOPHER (IRSF)	-	- 1	1		
MR R SHELDON MP	-	-			TO BE TIMEN TO THE HOUSE BY CR AT 3.00 pm
SIR W CLARK MP	-	-	~		AND RELEASED TO PPS'S WHEN CHANCELER SITS DOLIN
mir in Neubert MP	-	-	V		
MR T GAREL-JONE MP	-	- 1	-	I K SPEECH (FOR HM QUE DV)	
CABINET (AKCL. PM, CH, CST, LPC+LPS)	-	-	-	17 K SPEECH	- TO BE DESPATCHED WHEN CHANCELOR STOS DOWN
HAMSARD	-	-	-	I X SPEECH	VIA MH ON 3.15 pm FOR PAGE-07-PAGE DISTUBUTION
MR T LANKETER (WASHINGTON)	1(3)	-	-	ONLY IX SPEECH , IX BUDGET BRIEF	
MR O BOSTOCIK (BRUSSELS)	V(3)	-	-	4 × FSBR, 1 × BUDGET GRIEF	
DIRECTOR BIS. (NEW YORK)	~	-	-		- 64 DIPLOMATIC CAG
BRITISH EMBASSY, PARLS		-	-		
UKDEL, DECID	V,	-	-		
SPERICER		-	-		
CHIEF WHIP	V	-	-		- 67 12.30 pm (VIA 60)
BRIAN DYER (FOR PS/SPEAKER)	×(2)	-	-	IX SPEECH	
TABLE OFFICE	-	√(4)	-		- 10 10 2 10 -
H/C LIGRARY H/L LIGRARY	-	V(4) V(4)	-		TO RS 69 3.00 pm
BUTTERWORTHS	_	V(e)	_	2 × RESOLUTIONS	
- Office Manual D			2.6 281		
	100				
			\$\$\$."		
			S. A. Land		
		A REAL PROPERTY AND A REAL	THE REPORT OF A DESCRIPTION OF A DESCRIP		

## RESPONSIBILITIES FOR DISTRIBUTION : IDT

			E. Collins									
RECIPIONT	WHOLE	SNAPSHOT	FSBR	CST SUMMARY + GUIDE	HWAT PRESS NOTICES	OTHER DEPT PRESS NOTICES	E EPR SUPPLEMEN					
						A PAR LONG				A DALLAN		
PRESS GALLERY	105	130	70	70	70	70	70					
OVERSEAS REPS	10	10	-	-	-		-		Sec. 18	Sec. Sale		
OVERSEAS REPS FLEET ST. PRESS	150	150	ISO	ISO	150	ISO	ISO					
NON - PRESS	200	200	200	200	200	200	200					
DEPT'S PRESS OFFICES	17	17	17	17	17	17	17			A CONTRACTOR		
HMT MAIL UST	and the second	-	-	-	116	-	116			- Stranger		
IDT, SPARES, INCL. ENQUIRT ROOM	15	20	30	10	50	30		- Silin di			HE STATE	
IDT, SPARES, INCL. ENQUIRY ROOM FFJG	20	20	20	20	20	20	20	S 19.8	16 H 4			
												Bearing and the
	Sec. 1								- 30 - Net			
TOTAL	517	547	487	467	623	487	573			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		
			235.98									
									No. of the second			
					The second					1.5		
									Sec.			
										Sec.		
									1900			
					C. Barris							
										Sec. Sec.		Contraction of the
									17 13 B			
			Same Party					Carl S. St.				
										Contraction of the	199	
						P Repl with			1. S. C. L.			
							The second			22		
			CONCERNENT.	A 11. A 12. A 12. A 17.	Carl State Law			A CLASSE STREET		And the second second	No. Contraction	

## RESPONSIBILITIES FOR DISTRIBUTION: PARLAMENTARY SECTION

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

## RESPONSIBILITIES FOR DISTRIBUTION : FP

								5.82.19				V
RECIPIONT	FSBR	PACK B				AL ACT						
PARLIAMOTTARY SECTION FP (SPARE) SCOTLAND	6		] FROM	HTMSO								
FP (SPARE)	9	-		A State State	SISSIN'					a speciel		Carlos Services
SLOTLAND	-	6	- FROM	CHANCELLO	R'S OFFICE							C. Barren Street
									No. Contraction			a chailean a l
TOTAL	15	6	Sec. Base					Mar and a second	26.21			
		他们们的		Sec. 19	72			and said		460.0		and the second
			A COLOR	The second			14 19 · · ·					
										2.5.00		
			Self- Line			Astropher and						
										is in the		
	Participant in the			A 10-1					Contraction of the			
	Constant Providence											Martin Carl
				1.1.1.1.1.1		1111						
		1.5 March 1.		4		Mar State						
							The Maria					
			L.S. TOP						Sec. And			
				and the								
				100 300								
				120.00	19.50	1.20 5.22			1987 B. B.B.		Contract of the	
			THE LIPS								Constant State	
			23. 191	1		112 8 6						In the Reality
			and refuge									
			18 A.					S. S. S. Star				20.208- L. C.
			Staff Staff		Ness to Party						1.	
		1589.60			A STREET					A State State	100	
				PR. WER							1	

RM10.6

Confidential Comments taken on Board ()

we yelle Im

FROM: A A DIGHT DATE: 7 January 1988

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

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

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

#### 1988 BUDGET AIDE MEMOIRE: FIRST DRAFT

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

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



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

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

 Budget

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

 Snapshot

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

rdrdwight A A DIGHT

### 1988 BUDGET AIDE MEMOIRE

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

.

### Preparation in weeks before the Budget

<ul> <li>Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc).</li> <li>(2) Check with Speaker on allocation of guest seats available. JTH/MW</li> <li>(3) Consult Chancellor on distribution of seats. Make arrangements for collection of tickets for Speaker's Gallery and under the Gallery. Inform other guests of arrangements for collecting the tickets for Distinguished Stranger's Gallery and Speaker's Gallery (East).</li> <li>(4) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.</li> </ul>		8	
<ul> <li>(3) Consult Chancellor on distribution of seats. Make arrangements for collection of tickets for Speaker's Gallery and under the Gallery. Inform other guests of arrangements for collecting the tickets for Distinguished Stranger's Gallery and Speaker's Gallery (East).</li> <li>(4) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.</li> <li>(5) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.</li> <li>(6) Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.</li> <li>(7) Submit publicity arrangements to Chancellor. RA</li> <li>(8) Make arrangements for providing Press Gallery (P.A.), P.A. AD/JF Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).</li> <li>(9) Arrange for Budget Box to be collected from PRO PE</li> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials MW covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li><b>16 Sitting Days before Budget Day</b></li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opers( circa 10.00am) the following morning Tuesday, 23 February.</li> </ul>	(1)	Clear date of Budget with No.10 (checking that there are no State	JTH/MW TB/AA
for collection of tickets for Speaker's Gallery and under the Gallery. Inform other guests of arrangements for collecting the tickets for Distinguished Stranger's Gallery and Speaker's Gallery (East).       Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.       AD/RR         (4)       Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.       AD/RR         (5)       Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.       RA/JF         (6)       Arrange for members of Chancellor's Registry and volunteers from other Private Offices' Clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).       Check with EOG (David Lodge) for overnight accomodation to be provided.         (7)       Submit publicity arrangements to Chancellor.       RA         (8)       Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).       BD         (9)       Arrange for Budget Box to be collected from PRO       PE         (10)       Arrangements for laying of White Papers, etc.       BD         (11)       Circulate roster of Ministers covering Treasury Bench and officials MW       MW         covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subseque	(2)	Check with Speaker on allocation of guest seats available.	JTH/MW
<ul> <li>(4) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.</li> <li>(5) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.</li> <li>(6) Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.</li> <li>(7) Submit publicity arrangements to Chancellor. RA</li> <li>(8) Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).</li> <li>(9) Arrange for Budget Box to be collected from PRO PE</li> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials Covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill cra be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 23 February.</li> </ul>	(3)	for collection of tickets for Speaker's Gallery and under the Gallery. Inform other guests of arrangements for collecting the tickets for Distinguished Stranger's Gallery and Speaker's Gallery	JTH/MW
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.RA/JF(6)Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.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).PE(9)Arrange for Budget Box to be collected from PROPE(10)Arrangements for laying of White Papers, etc.BD(11)Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)BD/Nigel Forman16Sitting Days before Budget DayBD/Nigel Forman to the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 23 February.BD/Nigel Forman		(East):	
Discuss arrangements for TV Broadcast with the BBC.       Intervention of the provided of the papers of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).       AD         (6)       Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).       AD         (7)       Submit publicity arrangements to Chancellor.       RA         (8)       Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BEC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).       Arrange for Budget Box to be collected from PRO       PE         (9)       Arrange for Budget of Unisters covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)       MW         16       Sitting Days before Budget Day       BD/Nigel Forman       BD/Nigel Forman         (12)       Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 23 February.       BD/Nigel Forman	(4)	Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.	AD/RR
other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).       Image: Check with EOG (David Lodge) for overnight accomodation to be provided.         (7)       Submit publicity arrangements to Chancellor.       RA         (8)       Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BEC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).       Arrange for Budget Box to be collected from PRO         (9)       Arrange for Budget Box to be collected from PRO       PE         (10)       Arrangements for laying of White Papers, etc.       BD         (11)       Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)       BD/Nigel Forman         16       Sitting Days before Budget Day       BD/Nigel Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 23 February.       BD/Nigel Forman	(5)		RA/JF
<ul> <li>(8) Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).</li> <li>(9) Arrange for Budget Box to be collected from PRO PE</li> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning <u>Tuesday, 23 February</u>.</li> </ul>	(6)	other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be	AD
<ul> <li>(8) Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).</li> <li>(9) Arrange for Budget Box to be collected from PRO PE</li> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning <u>Tuesday, 23 February</u>.</li> </ul>	(7)	Submit publicity arrangements to Changeller	
<ul> <li>Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).</li> <li>(9) Arrange for Budget Box to be collected from PRO PE</li> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials Covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 23 February.</li> </ul>	(1)	Subinit publicity arrangements to Chancenor.	RA
<ul> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials MW covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 23 February.</li> </ul>	(8)	Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see	AD/JF
<ul> <li>(10) Arrangements for laying of White Papers, etc. BD</li> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 23 February.</li> </ul>	(9)	Arrange for Budget Box to be collected from PRO	PE
<ul> <li>(11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day</li> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning <u>Tuesday, 23 February</u>.</li> </ul>	1		
<ul> <li>covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)</li> <li>16 Sitting Days before Budget Day         <ul> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning <u>Tuesday, 23 February</u>.</li> </ul> </li> </ul>	(10)	Arrangements for laying of White Papers, etc.	BD
<ul> <li>(12) Contact Mr Forman to confirm that a Member will sleep overnight 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</u>, 23 February.</li> </ul>	(11)	covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent	MW
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</u> , 23 February.	16 Sit	ting Days before Budget Day	
Two weeks before Budget Day	(12)	in the Conference Room adjacent to the Public Bill Office (Whips 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	BD/Nigel Forman
	Two	reeks before Budget Day	

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

AA/RA

ACTION

#### CONFIDENTIAL

JF

RA/AA

SP/TB/PE/MW/BD

Chancellor's Office

- JF
- AD

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

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

#### Week before Budget

- (18) Budget Box photograph at HMT.
- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- (ensuring that the Press are kept separate from Diplomats, CBI etc).

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

Conservative Research Dept (222 9000)

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

(b) JW to arrange with IF2 Division (TD) to collect for issue after Budget Speech to Australian and New Zealand High Commissions, EEC Diplomatic Missions (including Portugal + Spain), and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

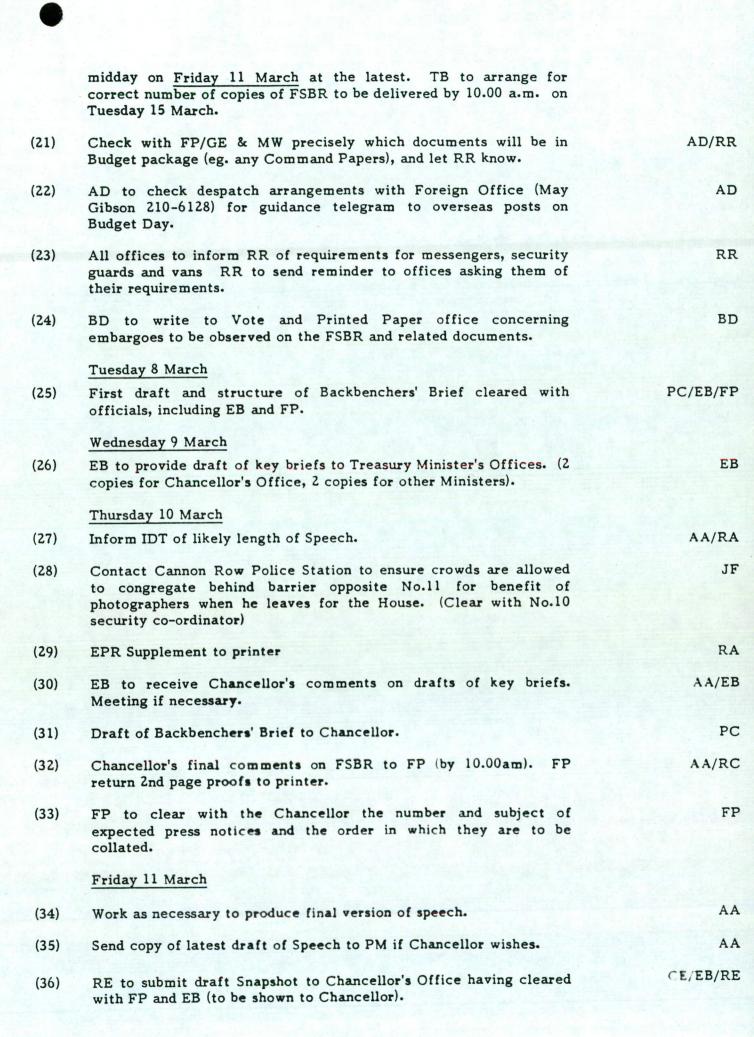
(c) RR to arrange shuttle flight for messenger to take package(s) to Scotland.

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

RR

JW/TD

FP



(37)	Finalise arrangements with BBC for TV Broadcast.	JF
(38)	Prepare summary for The Queen and overseas posts (may also be used at Budget Cabinet) Submit to Chancellor's Office.	RC
(39)	EPR proof to Chancellor	RA
(40)	Submit final draft of TV broadcast if available. 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	ЈТН
(47)	Check arrival of press notices against numbers expected (see Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex.	Comm Section/AD
		SATURDAY-MONDAY
Saturd	lay 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).	ТВ
(50)	Chancellor: photo-call.	JF
(51)	Type Snapshot on A4 paper.	IDT/EB
(52)	Check and make corrections in Chancellor's speaking copy, section by section.	Chancellor's Office
(53)	EPR proof to printer (with Chancellor's comments).	RA

		1.36年月14日3月
(54)	Roll off and collate 36 copies of speech for:	AD
	<ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance</li> </ul>	
	telegrams - Chancellor (2) - Prime Minister	
	- Governor & Treasury Ministers=(5)	An All All All
	- 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
Mon	day 14 March	
(57)	8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof	CE RA
(58)	Collect Budget Box from IDT.	AD/JF
(59)		
		AD
(60)	See item 81 - phone C&E, IR, B of E.	JW
(61)	MW to confirm with Tony Davies that he will be available in 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
(6 5)	By 12.00 noon: Receive FINAL comments on speech. Start amending speech as necessary.	AA/PS
(66)	Check any corrections section by section.	Chancellor's
(67)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. <u>Text must be finalised</u> .	Office AA/PS
(68)	Final check of Backbenchers' Brief by EB.	PC/EB
(69)	Produce index for speech.	Chancellor's
(70)	Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.	Office JTH
(71)	Chancellor's Office receive Snapshot from RE for checking.	SP/SK

### CONFIDENTIAL

(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.	СТ
(76)	Photocopy 30 copies of final text section by section for	Chancellor's
	<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>	Office
(77)	CX's office rolls off 99 copies of speaking copy, 75 copies section 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
BUDG	ET DAY: 15 March	
(79)	0845: Chancellor (+ family) photocall in St James' Park	JF
(80)	Tabling of Budget Resolutions by Parliamentary Counsel.	FP
(81)	As soon as final version of brief is available let PS/IR, PS/C&E and 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.	WL
(83)	10.00 am: TB to check that FSBR has arrived.	ТВ
(84)	10.00 am: JF to supervise BBC team at No.11 for TV Broadcast	JF
(85)	10.30 a.m.: Budget Cabinet (time to be confirmed).	JTH
(86)	RE to "mark up" (sideline) final version of speech	HB/RE
(87)	EB to double-check headlined version of the speech.	EB
(88)	By 11 a.m. the "compact" master copy of Speech is to be given to 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)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
    - 1 copy of Snapshot, with each final section (ie 30 snapshots)
  - (b) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot,
       FSBR, Command papers and all press notices addressed to:-
      - 1. Sue Tinson, ITN Budget Programme
      - 2 Economics Editor, Channel 4.

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

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

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

AD/KS

RE

MW

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

- (e) BBC Radio, Broadcasting House (..... to collect)
  - 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... to collect)
  - 5 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

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

#### (g) Reuters Newsroom (..... to collect)

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

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

- (h) AP Dow Jones (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices to Mr Gittler

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

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

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to:

Mr David Walker News Editor, Financial Times

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

- (k) Oracle (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (1) Ceefax (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: David Wilson, Manager Teletext.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD



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

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

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

The above parcels should then be packed for transmission to the House.

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

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

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

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

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

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- (100) At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and FSBR, + other Command Papers to be given to messengers from:-
  - Customs & Excise (6 copies of each) including 1 to Isle of Man
    Inland Revenue (6 copies of each)
    Bank of England (6 copies of each plus 6 copies of press notices)

RR/PE

Chancellor's Clerks and Typists

MW/BD

TB/BD

Chancellor's Clerks

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

BD

AA/AD

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

The



- (107) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and ...... assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the Snapshot and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

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

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (113)Delivery of Snapshot, Treasury Press Notices and other RS Departments' Press Notices to Vote and Printed Paper Offices (114)Laying of FSBR, Chief Secretary's Memorandum and Supply RS Estimates 1988-89 Summary & Guide. (115)During Speech: Note changes from typed version. MW At end of Speech (116)Set to go to Leader or Deputy Leader of the House of Lords (see MW Item 104).
- (117)TB to phone KS in Scotland to authorise release of documents.TB(118)Despatch by hand copies of Speech to other members of CabinetAD

(see Item 106).

JW

JF

RR/PE

SK

JF

IDT

JF

(119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) and envelopes (see item 19) for NEDO, CBI (via Mr Monck), TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 19 to IF2 Division.

- (120) Check Hansard.
- (121) Check whether Debate is likely to continue beyond 7.00 pm if so, confirm duty Minister's extensions for bench, taking into account Minister's media engagements (in consultation with RC)
- (122) Send copies as follows:-

	Speech and Brief	Snapshot Resolution, Press Notices	FSBR	Cmd Papers
Mr F Cassell				
British Embassy				
Washington	1	3	3	3
Mr D Bostock				
UKREP Brussels	1	3	4	4

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

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775, Paris, Cedex, France (1 copy of brief only).

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

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

# ANNEX I

RECIPIENTS	UNSTAPLED SPEECH	WHOLE	SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMT PRESS NOTICES	OTHER DEPT. Arcess NOTICES	EPR SUPALEWENT	endret Brudt	
NEDO		3	-	3	-	3	3	3	3	3	-	24. 19. 24
TUC	-	3	-	3	-	3	3	3	3	3		A State State
CBI		4	-	4	1.000	4	4	4	4	4	-	A Starting
CONSERVATIVE RESEARCH DEPT.	-	i		i	-	1	1	1	1	i	de- da	THE PLAN
DIPLOMATIC MISSIONS (16)	-	16	-	16	-	16	16	16	16	16	- /	
TCSC	-	5	-	5	-	5	5	5	5	5	-	
SCOTLAND	-21	6	1.1.1	6	-	6	6	6	6	6	-	A Start
PRESS GALLERY	-	-	30	30	-	-	-	-	-		-	
ITN	2	2	16	2	-	2	2	2	2	2	-	NAME OF
BBC TV	2	2	11	2	-	2	2	2	2	2	-	
BBC RADIO	1	2	11	2	-	2	2	2	2	2	-	
IRN	1	1	5	1	-	1	1		1	1	-	
REUTERS	1	1	-	1	-	1	1	1	1.	1	-	
AP DOW JONES		1	-	1	-	l	1	1	1	1	10	
PA	1	-	12 1	-	-	-	- 10	-	-	-		
PA (GALLERY)	1	-	-	-	-	-	-	-	-	-	-	
FT	1	2	-	2	-	2	-	2	2	2	-	
ORACLE		1	1	1	-	1.1	1	1	1	1	-	
CEEFAX	1	1	11	1	-	I	1	1	1	1	-	
PARLIANEIGARY SECTION		2	- W	1	-	7		7	1.	1		1
PRIME MINISTER (+Nº10)	The second	6	-	6	-	6	6	10	10	6	6	
HMT MINISTERS (4)	-	4	-	4	4	4	4	4	4	4	4	
SPEAUER	5.1	1	-	1	l	1	1		1		-	
CHIEF WHIP	-	1	-	1		1			1			A ALLEY TT
HMLT OFFICIALS (19)	-	19	-	19	19	20*	19	19	19	19		* AN'NEX III
N. ICELAND OFFICE	-		-	1.0	1	1	1	1	1		1.	
MC CATTUMIL TR	-	1	-	1	1	1	1	1	1	1	-	
sil a fraed - life	-	•	-	1	1	!	1			i	-	B. M. Litter
CICUNT + HALLE (4)	1	•		6	V	6	6	6	6	v	-	
insume leafne (c)		6	1	Li Li	*	6	ie ie	6	6	6	a later	12. 21. 31
sub-total (i)	13	100	175	129	41	116	97	109	103	99	10	

•

	ruter Cuore	snakrement Ebly	notices press degt.	NMAT PRESS NMAT	Joing + Lowwing Lso	દરકહ	REJOUTIONS	JOH SAAMS	SECTIONED	HD9905 Shohm	HO9335S MAISTAPLED	RECIPIENTS
		9	9	ゥ	9	9	୭	9	ALLET A	9	-	punit of Brichand (6)
	-	ELS	687	279	(91)	184	2.2.2	Ltrs	-	Lis	-	(59770 + 59718) 101
	-	1-10	-	1	ī	Ĩ	-	-	-	1		I'M SNIDAIH 'L 'NAH 'L
State Const	S	5	S	S	S	5	S	5	-	s		(S) 2) + HA , MA , AA , X3/H
	-	3 -	_			-		_	-	P. C. K		TRECOM NOWIG
	-	-	-		,	i	-	-	-			EVDER' HEARE OF COMMOND
	-			_	1		-		-		-	EVER' HONCE OF FOURS
State 1 1		1.2	_	- 10			E.A.	1	-			NOILISONO BUL TO DEPOS
States P				12.31		1		_	_	1.11		HUDON CHAINCETTOR
States 1		and the second	10		1				_			אך נ רוחבו אין
A 2 4 4 4		and the sure	17 1 12					-			1.18	צוע הו המינחר נייף מד המינוזבתלאפר (והנ)
		1411						-	-		100	and is shellow me
						2.34	T del	-	-		-	WE W NAMEREL WE
Bernin Brite	1. 1.	-	-	-	-		-	-	-			WE I PHATET JONE WE
	-	-	-	-	-		- Andrew	-	-	11	-	ונואב (מירי ניש׳רא׳ לצ׳ראר לא)
	-	-		-	-		-	-	-	1	and the second	JUN THE STATE
	-	osn	0511	0511	-	-	-	0511	-	-	-	TE+ PRINTED PHOLE SEFLE
	-	7	2	2	7	2	7	2	-	7	-	ABLE OFFICE
	1	3	3	3	3	3	3	3	-	1	-	(hotominition) Dates into
	1	3	3	3	3	4	3	3	-	1		סזפת (פניהההה)
	1	1.61	1	1	1	1	1	1	- 2	1	-	UNECTOR BIS (NEW YORK)
	1	1	1	1	1	1	1	1	-	1	-	212199, PREASING HEITLY
	1	N. Levy	1	1	1	1	1	1	-	1	-	אניפר ' סברי
and the set of the	-	+	t	+	+	4	-	+		t	-	אוכ הפנשנג
	-	+	+	+	t	+	-	t	-	t		אור רורהערג
in the start we	-		28.1	_	18	57				(Last)		אית הבתקרן
Contract of the	-	-	-	-	-	-	7	-		cls		BUTEDBURG
	01	15LI	2991	2081	±6 \$6\$	911 895	4!	179	SL	715	51	200 - 1214 (1) 206 - 1214 (1)
	01	66	501	601			A THE CALL STORE			001		
	50	1825	0111	2161	169	699	1 59	7581	SL	LE7	1 71	I . NTAT

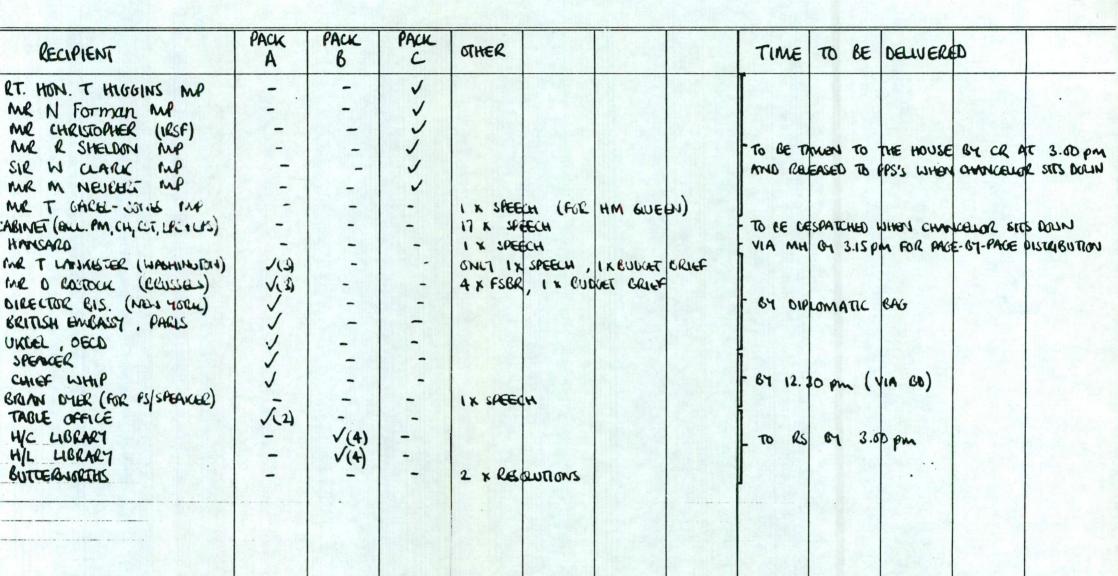
REQUIREMENTS: FROM SOURCE

ikeaniced by:		HD9345	SPEECH	SPEECH	Toherane	SHOTTUDES	FSBR	TS2 TSAMMUZ TSAMMUZ	NOTICES PROBS	NOTHER DEPT.	SUPPLEMOR EPR	BUD VEL	
CHANCELLOR'S OFFICE	3	81	551	SL	bSI	59	TSI	281	621	281	150	07	
701		T	LIS		Lts		L87	297	823	187	ELS		
1332 MAATUAMALLAA	11911				OSII				0511	ווצס	0511		
69							m) si	(301445 6 . L			in sh		
93						- Elis					Area.	021	
raajan Tmh							57	18					
Such a such	TATOT	41	719	SL	7581	59	819	169	7161	0211	7581	061	
:18 August													
אשיותבודסליג מרווב		÷11	122	SL	651								
(2700 (ff order)							819						
(28000 da) OSWA								169					
enna parinamanara	797					59							
WIT COMMITTEE SEC	CLIGN		LIS		L691				7161	OLLI		OLI	
9												07	
REAL PAUNIAN											7581		
-	TATOT	+1	729	SL	9581	59	819	169	2161	0411	1825	061	

			State of the second					The share of the state			
							PACKAGE A:		SPEECH, SNAPSHOT, RESOLUTIONS FSBR, CST SUMMARY + 6UIDE,	UNMARY +	owners .
ANNEX II							MUNAUE	8:	SPEECH , SNAPSHOT , FSBR	RHOT, FS	R .
BESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE	DISTRI BU	TION : CI	HANCELL	or's of	Flue		PACKAGE	:	CST SUMMARY + GUILE, HMIPN'S OGDAN'S , EPR SPECH, FSOR, CST SUMMARY + GUIDE	LA SULDE, H	MIPN'S
lecipient	PAOK A	PACK	PHUK	OTHER			TIME	To BE	CELIVERED		
NERO	, ,	(3)					To de cou	LEUTED FRO	TO BE CONLECTED FROM ENQUEY LOOM AFTER SPEECH.	bom After	SPEECH, 'X'
NICG	•	E	•	+ 1 66	Lesow TI UN		- IN ADVAN	ILE VIA	IN ADVANCE VIA ME MONICE ME WINN OLION	MNYW JM	MIN
CONSERVATIVE REEARCH LEPT		>>				「「「「「」	- SEE 'N ACOVE	ACOVE			
NEW ZEANNU A.C.	,	. >	•								
CANADIAN H.C.	•	>	•								
JAYANESE ENLINEST	• •	>1	•								
FLENCH ENLINET		, >									
W. GERMAN ENERST	•	>.	1								
LUXENEOSE BACASS	1	>.	•				- 1F2 CO	ILECT PR	152 COLLECT PACKAGE FROM CHANCELORS OFFICE	n chancel	ords affice
CALIAN BULASSY		, >	• •				A1 3.30	pm. IF 2	AI 3.50 pm. IF 2 DELIVER TO ENGURY KOOM FOR	- Hangala	LOOM FOR
ELE EVICAST		~	•								
2	•	>.	•								
Gleek Bulaisy		> `	•								
SPANCH ANDRED	• •	>>									
	•	.>	•								
TCSC	•	1(2)	•								
SCOTIAND		(9)/	•				TO K.S	84 ILC	11.00 am		
Ples bruch	•	•	,	JO X SEUT	30 X SECTIONED SPEECH, 30 X SNAPSHOT	TO A SNAPSHOT					
PA GALLER	•	1	•	I X UNS	UN STAPLED	•					
<u>z</u>	•	•	•	Ib x SECT	ONED SPEECH ,	16 x SECTIONED SPEECH, 2 x UNSTRILED				No. of Street,	
DULY THAT THE BUDGE RUL WORKET BU	•	>-	•				3 6	ouera	TO BE COLLECTED RROW CHANGELOR'S BRAILE AT	NIGLORS	SPEICE AT
CONTRACT DUNCK, CHANNEL 4	• •	> '	۰.	II & Shrink	II & SETIMUT SEE 2 XIMITADLED	A INITADIAD	weller	TOK MU	the reading the mut by the the the the the the	individual	(Doword
ביור אלוגיבוי לאומטל אוסטיראבי איבי		`	1		lumm mus		MAR AT	T PAG	MAR AT PLC AC SPECU		
ANNES LONIG. BRL ELONIONULS HINTOR	•	>	1								
										「「「「「「」」」	

t SIR P MIDCLETON (3×FSER), SIR T BURNS (2×FSBR) MR J ANGON, SIR G LITTLER, MR GCholar MR GYATT, MR KEMP, MR A WILSON, HIGG Huelle MRCK Elly (2×FSER), MR MMUL, MR CUIDIN MISS HEIRSJIN, MR RIG Allen MR Pick ford MISS C EVANS, MR CROPPER (3×FSBR), MR THE MR M Call (2×FSBR)

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



## RESPONSIBILITIES FOR DISTRIBUTION : IDT

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

## RESPONSIBILITIES FOR DISTRIBUTION: PARLAMENTARY SECTION

RECIPIENT	
IS / SPEAKER SPEAKER CHIEF WHIP	I X SPEECH PACK'A' PACK'A' TO BE GIVEN TO BD BY CHANGELOR'S OFFICE
JOURNAL OFFICE	6 x FSBR 6 x CST SUMMARY + GUIDE - FROM ESTIMATES CLERK
TABLE OFFICE	2 * PACK'A'
VOTE + PRINTED PAPER OFFICE	IISO X SNAPSHOT IISO X HMITPH'S IISO X EER SUPPLEMENT
BUTTERNOCTAS	2 x CESTUTIONS - FROM CHANGELLOUSS OFFICE
W/C UBRARY W/L UBRARY	A N PACIL B 4 N PACIL B FROM CHONNELLOR'S OFFICE

## RESPONSIBILITIES FOR DISTRIBUTION : FP

						19923	Statistical Statistics	A State			and with second		and the second
Reapiont		FSBR	PACK B										
PARLIAMONTARY FP (SPARE) SCOTLAND		69	1. 计优先问题	- FROM	HTMSO	r's offici							
	TOTAL	15	6									C.S. De	
													in the second
						Part and		用於					
									S.P. P.	-			
Sub-Att							TE-N						
												ALC: N	
							中学家						
													Preside and
		See See		的情况			16.252						

mju 1/52A

MRCULPIN



FROM: A C S ALLAN DATE: 2 February 1988

88

COPIED

cc Sir P Middleton Mr Scholar

### AIDE-MEMOIRE FOR PRIME MINISTER

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

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

A C S ALLAN



## NOT TO BE COPIED



2



0

<b>BUDGET SECRET</b>
BUDGET LIST ONLY

### NOT TO BE COPIED

D

AIDE MEMOIRE ON BUDGET

### Income tax

DRAFT

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

### CGT

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

### Mortgage interest relief

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

### Maintenance and covenants

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

Add Robot's para

BUDGET SECRET BUDGET LIST ONLY NOT TO BE COPIED

(When indescution began)

### NOT TO BE COPIED



0

### NOT TO BE COPIED

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

BUDGET SECRET

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

#### Car benefits

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

#### Corporation tax

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

#### Inheritance tax

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

#### Excise duties

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

#### VAT

No change.

BUDGE	T SEC	CRET	
BUDGET	LIST	ONLY	-

2

## NOT TO BE COPIED -







### BUDGET SECRET BUDGET LIST ONLY

### NOT TO BE COPIED

Other proposals

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

(rii) (iii)

(i)

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

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

### Independent taxation

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

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



2

## NOT TO BE COPIED -



0

mjd6/3

×

### BUDGET SECRET BUDGET LIST ONLY

### NOT TO BE COPIED

ANNEX

APPROXIMATE COSTS (\*)

15 mg		£ billion
	1988-89	<u>1989-90</u>
Increased personal allowances	-0.7	-0.9
25p basic rate	-2.5	-3.1
Increased higher rate 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/maintenace reforms		+0.1
Increased car scales	+0.3	+0.4
Inheritance tax reform	-0.1	-0.3
Other changes	+0-1	-
TOTAL	-3.8	-6.0
*Net of indexation/revalorisation £0.6 billion in 1990-91.	Independent	taxation will cost

0



## NOT TO BE COPIED



0

R & c

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

have and. CHANCE Participation of the second se •

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

Add simplified scorecard as annex

STILL AS

with children )

DRAFT

RA7.26

#### AIDE MEMOIRE ON BUDGET

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

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

National Insurance Contributions No change.

#### Independent taxation

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

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

## As with new US system,

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

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

mont

martinana payma

#### Mortgage interest relief

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

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

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

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

detrume

gan, mall cash, change will apply any to

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

taxalle Shufil

#### Corporation tax

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

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

Inheritance tax

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

# Excise duties - prent single & doible rendonsation?

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

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

#### Other proposals

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

(split as sut rangeryb).

Thank hop. Gax: C Ens.

¥U, CHANGE CH Approximate Cols Zm Inanasis) Home prisad all. 1988-69 1989-9 -0.7 -0.9 1989-90 -0.9 25p Jasie not -3.1 -2.5 Incruses hope sets thicked -0.2 Alder of rate dave 40p -0.8 C GT changes AND The of religion hopened +0.1 - 0.4 - 1.7 -0.3 +0.2 +0.1 -Cornants marthue reform +0.4 +0.3 Intrans Can Scath -0.3 -0.1 Inhertone tax reform \_\_\_\_\_ + 0.1 -6.0 -3.8 JAR

CHARCK

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

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

PS& North W. W.



Rank Xerox 850

Floppy Disk 8 IN Single Sided.

Double Density

Speech + Snapshot on Disk

Disk For FCO



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

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

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

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

PS/CUSTOMS AND EXCISE

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

ANNER (A)

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

#### Preparation in weeks before the Budget

- Arrange audience of The Queen with her Private Secretary Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc).
- (2) Check with Speaker on allocation of guest seats available.
- (3) Consult Chancellor on distribution of seats. Make arrangements for collection of tickets for Speaker's Gallery and under the Gallery. Inform other guests of arrangements for collecting the tickets for Distinguished Stranger's Gallery and Speaker's Gallery (East).
- (4) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.
- (5) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.
- Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 14/15 March and on Budget Day. (For IDT as well).
   Check with EOG (David Lodge) for overnight accomodation to be provided.
- (7) Submit publicity arrangements to Chancellor.
- (8) Make arrangements for providing Press Gallery (P.A.), P.A. Newsroom, Reuters, AP Dow Jones, BBC, ITN, IRN, Oracle, Ceefax and Financial Times with Speech section by section (see item 92).
- (9) Arrange for Budget Box to be collected from PRO
- (10) Arrangements for laying of White Papers, etc.
- (11) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement, remainder of Budget Day and three days of subsequent Debate. (Note that Ministers are required for T.V. Broadcasts.)

#### 16 Sitting Days before Budget Day

- MR Forman
- (12) Contact Mr Lilley to confirm that a Member will sleep overnight in the Conference Room adjacent to the Public Bill Office (Whips Office provide a put-u-up) so that notice of a Ten Minute Rule Bill can be handed in immediately the Public Bill Office opens (circa 10.00am) the following morning Tuesday, 24 February.

23

#### Two weeks before Budget Day

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

ACTION

TTH DAL/OR TG DW/AA

TTH DELOR NW

AD MF/RR

AD NF

RA RC

PE

BD

MW OR

Nigel Forman **BD**/Peter Lilley

AA/Re



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

#### Week before Budget

JN

- (18) Budget Box photograph at HMT.
- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- \* (ensuring that the Press are kept separate from Diplomats, CBI etc).

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

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

(b) MH to arrange with IF2 Division (TD) to collect for issue after Budget Speech to Australian and New Zealand High Commissions, EEC Diplomatic Missions (including Portugal + Spain), and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

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

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

RA RC/AA

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

> Chancellor's Office

> > TF SW

IN MH/TD

RESTRICTED

6			
		,	
	-	-	

	correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 17 March.	
(21)	Check with FP/GE & OR precisely which documents will be in Budget package (eg. any Command Papers), and let RR know.	AD MF/RR
(22)	AD NF to check despatch arrangements with Foreign Office for guidance telegram to overseas posts on Budget Day.	210 6128) 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
(25)	Tuesday 10 March First draft and structure of Backbenchers' Brief cleared with officials, including EB and FP.	PC/EB/FP
(21)	Wednesday 11 March	
(26)	EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).	EB
	Thursday 2 March	RA
(27)	Inform IDT of likely length of Speech.	AA/RC
(28)	Contact Cannon Row Police Station to ensure crowds are allowed to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator)	TF 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
(33)	FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.	FP
	Friday 13 March	
(34)	Work as necessary to produce final version of speech.	AA
(35)	Send copy of latest draft of Speech to PM if Chancellor wishes.	AA
(36)	RE to submit draft Snapshot to Chancellor's Office having cleared with FP and EB (to be shown to Chancellor).	CE/EB/RE
(37)	Finalise arrangements with BBC for TV Broadcast.	JF SW

### and overseas posts

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

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

#### JTH

- (45) DL to check with BD to ascertain timing of main speakers in Budget Debate, and leave time free in the Chancellor's diary so that he may (if he wishes) listen to the main speakers.
- (46) DL to co-ordinate Chancellor's meeting with the Backbench Finance Committee
- (47) Check arrival of press notices against numbers expected (see Annex). Issue required numbers to NF and Committee Section in accordance with list in Annex. AD

#### SATURDAY-MONDAY

Comm Section/NF

RC MS

RA RC

AD NF/AA

AD NF

AA/PC

AD NF/RR

TTH DL/BD

ITH DL

AD

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

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

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

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

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

RA

RE

SK

AA/BC

TJD/CR

AA/PS

Chancellor's Office AA/PS

PC/EB

Chancellor's Office

SP MOM/SK

AD NF

PC/AA

(74)	Final check of Snapshot before collating.	SPMOM
(75)		CT
(75)	CRU roll off 170 copies of Budget Brief.	01
(76)	Photocopy 30 copies of final text section by section for	Chancellor's Office
	<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> </ul>	
	<ul> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>	
who are h		
(77)	CX's office rolls off 99 copies of speaking copy, 75 copies section 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
BUDG	ET DAY: 17 March	
<u></u>		JF
(79)	0845: Chancellor (+ family) photocall in St James' Park	SW
(80)	Tabling of Budget Resolutions by Parliamentary Counsel.	FP
(81)	As soon as final version of brief is available let PS/IR, PS/C&E and 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, TL & MA with speech sections to House at 3.00 pm.	AN MH
(83)	10.00 am: DW to check that FSBR has arrived.	TB DW TF SW
(84)	10.00 am: SW to supervise BBC team at No.11 for TV Broadcast	JF SW
(85)	10.30 a.m.: Budget Cabinet (time to be confirmed).	HB
(86)	RE to "mark up" (sideline) final version of speech	SP/RE
(87)	EB to double-check headlined version of the speech.	IN SP
(88)	By 11 a.m. the "compact" master copy of Speech is to be given to Miss Titmuss in the CRU for 500 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons	СТ/МЯ/МОМ

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

#### RESTRICTED

### AD

- (89) By 11.00 am six copies of speech run off by NF, FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 19c) to take to Scotland. (See Item 117)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech.
- (92) Prepare packages as follows:
  - (a) Press Gallery (Janiss Murphy to collect)
    - 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
    - 1 copy of Snapshot, with each final section (ie 30 snapshots)
  - (b) P.A. Gallery (Simon Woodall to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*

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

- 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
- 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Sue Tinson, ITN Budget Programme
  - 2. Economics Editor, Channel 4.

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

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

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

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

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

(e)

BBC Radio, Broadcasting House (Nigel Williams to collect)

AD NF/KS

RE

### MNGR

Chancellor's Office

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

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

- (f) Independent Radio News (Debbie Francis to collect)
  - 5 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

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

- (g) Reuters Newsroom (Guy Westhead to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*

. . . . . . . . .

 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to Mr David Keefe, Reuters.

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

### (h) AP Dow Jones (Pauline Wilkins to collect)

 1 unstapled speech with sidelines and headlines for page by page distribution\*

. . . . . . . . .

 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices to Mr Gittler

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

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

. . . . . . . . . .

(j)

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

- 1 unstapled speech with sidelines and headlines for page by page distribution. \*
- 2 envelopes containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to:

Mr David Walker News Editor, Financial Times

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

- (k) Oracle (Liz Frankis to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (l) <u>Ceefax</u> (Marie Finnegan to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: David Wilson, Manager Teletext.

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

- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP, 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, AK, AH and CR).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to NF for distribution as in Annex. (Other 4 Briefs to AA, AK, AH and CR).
- (95) Committee Section pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in pre-addressed envelopes provided by IDT. Copies of Speech are not provided by Chancellor's Office):-

SM

TE AD NF/DW/SK

SK/NF AD

RR/PE

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

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

The above parcels should then be packed for transmission to the House.

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

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

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

Rymoster

General

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

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- (100) At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and FSBR, + other Command Papers to be given to messengers from:-
  - Customs & Excise (6 copies of each) including 1 to Isle of Man
     Inland Revenue (6 copies of each)
     Bank of England (6 copies of each plus 6 copies of press notices)
     AD
     (NF phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)
- (101) <u>At 12.30 p.m.</u>: 14 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to **P** for allocation to members of IDT

Chancellor's Clerks and Typists

MN CR/BD

Chancellor's Clerks

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

BD

HB SP

AO NF

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

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

#### RESTRICTED



- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and Januss Murphy assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the Snapshot and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

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

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (113) Delivery of Snapshot, Treasury Press Notices and other Departments' Press Notices to Vote and Printed Paper Offices
- (114) Laying of FSBR, Chief Secretary's Memorandum and Supply Estimates. 1987 - 88 Summary + Guide 1988-89 Summary + Guide
- (115) During Speech: Note changes from typed version.

## At end of Speech

- (116) Set to go to Leader or Deputy Leader of the House of Lords (see Item 104).
- (117) TB DW to phone KS in Scotland to authorise release of documents.
- (118) Despatch by hand copies of Speech to other members of Cabinet (see Item 106).
- (119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) and envelopes (see item 19) for NEDO, CBI (via Mr Monck), TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 19 to IF2 Division.

RR/PE

SK

TF SW

IDT

SW

RS

RS

MW

MW

CR 1B

ADNE

TB

MH/TD/DW

JN

- (120) Check Hansard.
- (121) Check whether Debate is likely to continue beyond 7.00 pm if so, confirm duty Minister's extensions for bench, taking into account Minister's media engagements (in consultation with RC)
- (122) Send copies as follows:-

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

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

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775, Paris, Cedex, France (1 copy of brief only).

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

## CHANCELLOR'S OFFICE

CR/R

AD NF/RS

AD NF/RS

-		
•		
-		

(72)	Check that CST Summary and Guide, Resolutions and EPR Supplement have arrived in Chancellor's Office. (C Knight)	AD
(73)	Advisers re-submit Backbenchers' Brief to Chancellor for final approval.	PC/AA
(74)	Final check of Snapshot before collating.	SP
(75)	CRU roll off 170 copies of Budget Brief.	CT
(76)	Photocopy 30 copies of final text section by section for	Chancellor's
	<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>	Office
(77)	CX's office rolls off 99 copies of speaking copy, 75 copies section 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
BUDG	ET DAY: 17 March	
(79)	0845: Chancellor (+ family) photocall in St James' Park	JF
(80)	Tabling of Budget Resolutions by Parliamentary Counsel.	FP
(81)	As soon as final version of brief is available let PS/IR, PS/C&E and 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).	ITH
(86)	RE to "mark up" (sideline) final version of speech	HB/RE
(87)	EB to double-check headlined version of the speech.	EB
(88)	By 11 a.m. the "compact" master copy of Speech is to be given to 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)
TT	AK	Tony Kuczys	(4519)
MW	CR	Cathy Ryding	(5004)
	AH	Andrew Hudson	(5021)
TTH	DE	Juli e Thorp Debbie Lester	(5011)
AD	NF	ANTHONY DIGHT Nigel Fray	(5012)
JN	MH	Meena Henson-	(5014)
	TL	Tony Lyons	(5013)
5M	Je	Sarah Murphy Janet Camp	(5015)
	PS	Pat Spragg	(5167)
RC	MS	Robert Culpun Michael Scholar	(4419)
	CE	Carys Evans	(5170)
TB	DW	T Bunhams Doug Walters	(5179)
	KS	Kevin Sedgwick	(5169)
SP	MOM	Hargaret O'Mara	(4549)
	SK	Simon Kemp	(5208)
RA	RC	Richard Allen Robert Culpin	(4420)
# H	BSP	Stephen Pickford	(5252)
JF	SW	Simon Woodall	(5188)
	RE	Richard Evans	(5245)
	PE	Peter Edwards	(5248)
	BP	Brian Porteous	(4830)
	RR	Rod Rawlings	(4889)
	TD	Tony Dolphin	(5546)
	PC	Peter Cropper	(4359)
	CT	Chris Titmuss	(4840)
	BD	Brian Dyer	(4520)
	RS	Richard Savage	(5006)
	TJD	Tony Davies	(5163)

E8 JAN 1988

MR A C S ALLAN

MISS WALLACE

MR TAYLOR

MR HUDSON

MRS THORPE

MR WILLIAMS

MISS MURPHY

MRS SPRAGG

MISS RUTTER

MS EVEREST PHILLIPS

MR LYONS

CONFIDENTIAL

Comments taken on



FROM: A A DIGHT DATE: 7 January 1988

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

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

fer minon suggestions

Annex I reed checking, & course. Is the

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

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

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

& PMG will do for the Paenty !

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

Dight

ref. to Chancellar of Duchy in 1P99

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

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

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



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

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

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

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

Ardwight A DIGHT

A general point from last year -

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

want to homow an extre pair of hands who

knows what hoppens Alen I'll happit level

a denk!

# 1988 BUDGET AIDE MEMOIRE

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

R R

2

EB

DA

ACTION

# Preparation in weeks before the Budget

engagements.

(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).	JTH/MW 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 mechanic on call to be available from Saturday before Budget Day.	AD/RR
(5)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.	RA/JF
(6)	Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well).	AD
	Check with EOG (David Lodge) for overnight accomodation to be provided.	
(7)	Submit publicity arrangements to Chancellor.	RA
(8)	Make arrangements for providing Press Gallery (P.A.), P.A. 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 Sitt	ing 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</u> , 23 February.	BD/Nigel Forman
Two w	eeks before Budget Day	
(13)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio	AA/RA

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

#### Week before Budget

(14)

(15)

(18) Budget Box photograph at HMT.

Dept (222 9000)

- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- (ensuring that the Press are kept separate from Diplomats, CBI etc).

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

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

(b) JW to arrange with IF2 Division (TD) to collect for issue after Budget Speech to Australian and New Zealand High Commissions, EEC Diplomatic Missions (including Portugal + Spain), and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

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

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

JF

AD

SP/TB/PE/MW/BD

Chancellor's

Office

RR

FP



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

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

AD

RR

BD

EB

JF

RA

FP

AA/EB

AA/RA

PC/EB/FP

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

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

#### Tuesday 8 March

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

#### Wednesday 9 March

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

#### Thursday 10 March

(27) Inform IDT of likely length of Speech.

return 2nd page proofs to printer.

- (28) Contact Cannon Row Police Station to ensure crowds are allowed to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator)
- (29) EPR Supplement to printer
- (30) EB to receive Chancellor's comments on drafts of key briefs. Meeting if necessary.
- (31)Draft of Backbenchers' Brief to Chancellor.PC(32)Chancellor's final comments on FSBR to FP (by 10.00am). FPAA/RC
- (33) FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.

#### Friday 11 March

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

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

(37)	Finalise arrangements with BBC for TV Broadcast.	JF
(38)	Prepare summary for The Queen and overseas posts (may also be 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	ЈТН
(47)	Check arrival of press notices against numbers expected (see	
	Annex). Issue required numbers to AD and Committee Section in accordance with list in Annex.	Comm Section/AD
		SATURDAY-MONDAY
Saturda		
<u>Saturda</u> (48)	accordance with list in Annex.	
	accordance with list in Annex. <b>Ay 12 March/Sunday 13 March</b> 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	SATURDAY-MONDAY
(48)	accordance with list in Annex. <b>Ay 12 March/Sunday 13 March</b> 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). Book proofs of FSBR received by FP,	SATURDAY-MONDAY BP/RR
(48)	accordance with list in Annex. <b>Ay 12 March/Sunday 13 March</b> 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). Book proofs of FSBR received by FP, 10.00 a.m., to be returned pm (copied to Chancellor).	SATURDAY-MONDAY BP/RR TB
(48) (49) (50)	accordance with list in Annex. <b>Ay 12 March/Sunday 13 March</b> 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). Book proofs of FSBR received by FP, 10.00 a.m., to be returned pm (copied to Chancellor). Chancellor: photo-call.	SATURDAY-MONDAY BP/RR TB JF

. 🖝		The second
(54)	Roll off and collate 36 copies of speech for:	AD
	<ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> <li>Prime Minister</li> </ul>	
	<ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,</li> <li>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,</li> <li>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>	
(55)	Mr Cropper has Backbenchers' Brief checked for factual accuracy by EB.	PC/EB
(56)	Send speaking copy and spare to Chancellor.	AD
Monda	y 14 March	
(57)	8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof	CE 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
(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.	Office AA/PS
(68)	Final check of Backbenchers' Brief by EB.	PC/EB
(69)	Produce index for speech.	Chancellor's
(70)	Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.	Office JTH
(71)	Chancellor's Office receive Snapshot from RE for checking.	SP/SK

R

.

2

(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.	СТ
(76)	Photocopy 30 copies of final text section by section for	Chancellor's
	<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>	Office
(77)	CX's office rolls off 99 copies of speaking copy, 75 copies section 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
BUDO	ET DAY: 15 March	
(79)	0845: Chancellor (+ family) photocall in St James' Park	JF
(80)	Tabling of Budget Resolutions by Parliamentary Counsel.	FP
(81)	As soon as final version of brief is available let PS/IR, PS/C&E and	AD
	BofE know so that they can send a messenger to collect. (Brief may not be ready until very late).	
(82)	Order taxis to take MW & JW with speech sections to House at 3.00 pm.	JW
(83)	10.00 am: TB to check that FSBR has arrived.	ТВ
(84)	10.00 am: JF to supervise BBC team at No.11 for TV Broadcast	JF
(85)	10.30 a.m.: Budget Cabinet (time to be confirmed).	JTH
(86)	RE to "mark up" (sideline) final version of speech	HB/RE
(87)	EB to double-check headlined version of the speech.	EB
(88)	By 11 a.m. the "compact" master copy of Speech is to be given to 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.

- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech.

## (92) Prepare packages as follows:

8

- (a) Press Gallery (..... to collect)
  - 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
  - 1 copy of Snapshot, with each final section (ie 30 snapshots)
- (b) P.A. Gallery (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
- (c) ITN, Wells Street (..... to collect)
  - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
  - 2 <u>unstapled</u> Speech with sidelines and headlines for pageby-page distribution\*
  - 2 envelopes, each containing 1 copy of Speech, Snapshot,
     FSBR, Command papers and all press notices addressed to:-

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

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

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

AD/KS

RE

MW

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

- (e) BBC Radio, Broadcasting House (..... to collect)
  - 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... to collect)
  - 5 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

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

# (g) Reuters Newsroom (..... to collect)

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

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

- (h) AP Dow Jones (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution
  - 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices to Mr Gittler

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

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

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to:

Mr David Walker News Editor, Financial Times

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

- (k) Oracle (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (1) Ceefax (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: David Wilson, Manager Teletext.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD

. 6

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

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

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

The above parcels should then be packed for transmission to the House.

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

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

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

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

& Miso night?

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

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

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

(100) At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and FSBR, + other Command Papers to be given to messengers from:-

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

RR/PE

Chancellor's Clerks and Typists

MW/BD

TB/BD

Chancellor's Clerks

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

BD

AA/AD

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

R X X

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

Office

- At 2.30 pm: Volunteers collect packages from Chancellor's office (107)for page by page release (see item 92).
- (108)JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109)Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110)At 3pm, Peter Edwards and ..... assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the Snapshot and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with Janiss Murphy.
- (111)Ensure all officials covering the Official Box have copies of the brief.

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

- (112)During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - In the Press Gallery, a member of IDT will authorise the (a) release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (113)Delivery of Snapshot, Treasury Press Notices and other RS Departments' Press Notices to Vote and Printed Paper Offices (114)Laying of FSBR, Chief Secretary's Memorandum and Supply RS Estimates 1988-89 Summary & Guide. (115)During Speech: Note changes from typed version. MW At end of Speech (116)Set to go to Leader or Deputy Leader of the House of Lords (see MW Item 104). (117)TB to phone KS in Scotland to authorise release of documents. TB AD
- (118)Despatch by hand copies of Speech to other members of Cabinet (see Item 106).

JW

JF

RR/PE

SK

JF

IDT

JF

(119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) and envelopes (see item 19) for NEDO, CBI (via Mr Monck), TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 19 to IF2 Division.

- (120) Check Hansard.
- (121) Check whether Debate is likely to continue beyond 7.00 pm if so, confirm duty Minister's extensions for bench, taking into account Minister's media engagements (in consultation with RC)
- (122) Send copies as follows:-

	Speech and Brief	Snapshot Resolution, Press Notices	FSBR	Cmd Papers
Mr F Cassell				
British Embassy				
Washington	1	3	3	3
Mr D Bostock				
UKREP Brussels	1	3	4	4

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

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775, Paris, Cedex, France (1 copy of brief only).

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

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

BD

# ANNEX I

RECIPIENTS	UNSTAPLED SPEECH	WHOLE	SECTIONED SPEEGH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GULDE	HMT PRESS NOTICES	other dept. Arcels Notices	EPR SUPPLEMENT	endlet bruck	
NEDO	-	3	-	3	-	3	3	3	3	3	-	E. C. S.
TUC	_	3	-	3	-	3	3	3	3	3	-	
CBI	-	4	-	4	I I	4	4	4	4	4	-	
CONSERVATIVE RESEARCH DEPT.	-	1	-	i	-	1	1	1	1	1	-	
DIPLOMATIC MISSIONS (16)	- 1 · ·	16	-	16	-	16	16	16	16	16	-	
TCSC	-	5	-	5	-	5	5	5	S	5	-	Sector Sector
SCOTLAND	-	6	-	6	-	6	6	6	6	6	-	
PRESS GALLERY	-	-	30	30	-	-	-	-	-	-	-	1
ITN	2	2	16	2		2	2	2	2	2	-	
BBC TV	2	2	11	2	-	2	2	2	2	2	-	Astron of Salah
BBC RADIO	1	2	1	2	1.1	2	2	2	2	2	-	A REAL OF
IRN	1	I	5	1	-	1	1	1	1	1	-	
REUTERS	1		-	1		1	I. I.	l I	1	1	-	
AP DOW JONES		1	-	1	-	l	1	1		1	-	E net of
PA MR			-	-	-	-	-	-	-	-	-	The second
PA (GALLERY) 6		-	-	-	-	-			-	-	1	
1 10 Culton	1	2	-	2	-	2		2	2	2	-	
	1	1	1		-	1			1	•	-	
CEEFAX			1		-	1	1	1	1	1	1. T. K.	
PARLIAMENTARY SECTION	-	2	-			7	1	7	1		-	1-21-6 1. 14
PRIME MINISTER (+Nº10)		6	-	6	-	6	6	10	10	6	6	1. 1. 1. 1. 1
HMT MINISTERS (4)	-	4	-	4	4	4	4	4	4	4	4	The first states
SPEAUER	5	1	-	1	1					1.1	in the	
CHIEF WHIP			-			22.4	19				_	* AN-YEX III
HMI OFFICIALS (19)	-	19		19	19	20 *	19	19	19	19	_	A LOUND IN
N. MELAND OFFICE	-		100-						Las 1 g			
HE CATTUMIL TR		42.96			a final and the second	1						
SIL A FRAES- LTE			-	1						•	-	Se 15 Vinto
CICLIAL + LAWE (6)		•			v	6	6	6	6	v		Children Children
insume thatse (c)		6	T		*	6	ie i	6	6	6		
sub-total (i)	13	100	1 75	129	41	116	97	109	103	99	10	I sugar

0

-

FLITION

9

					and the second second second		and the second se		and the second second	a set in a little in the set of the set of the		
RECIPIENTS	Unstapled Speech	WHOLE SPEECH	SECTIONED SPEECH	SNAPSHOT	RESOLUTIONS	FSBR	CST SUMMARY + GUIDE	HMAT PRESS NOTICES	other dept. Priess Notices	EPR	GUDUET BRLEF	
BANK OF BUGLAND (6)	-	6	-	6	6	6	6	6	6	6	-	
IDT (PRES + CALLERS)	-	517	-	547	-	487	467	623	487	573	-	
RT. HON. T. HIGGINS MP	-	1	-		-	1	1	-	-	-	-	ALC: NO.
HEX AA AK AH + CR (5)	-	S	-	5	S	S	S	5	S	5	5	Contraction of the
SIMON WODDALL MW	1	-	-	-	-	-	-	-	-	-	-	
LEADER HOUSE OF COmmons		1	-	-	-	1	•	-	-	-	-	
LEADER, HOUSE OF LORLOS EADER OF THE OPPOSITION	-	•	-	-	-	1	1	-		-	-	的行行的支援
EADER OF THE OPPOSITION	-	1	-	-	-		1	-	-	-	-	and the second
HADON CHANCELLOR	-	1	-	-	-		1	-	1 J	-		
WC PLACE MP NFORMA	N -	1	- 1	-	-	1	1		- 1	-	-	
MR CHRISTOPHER (IR:F)	-	1	-	-	-	1	•	-	16 - 8	-	-	A CAR AND
SIR W CLARK MP	-	1	-	1 -	-	1	L		-	-	-	
mr r sheldon mp	-	1	-		-	1		-	-		-	
me in numbers me	-		-	-	-	L	1		-	- /	-	
MG T UNIEL-JONES MP	- ( )		-	-	-	-	-	-	1. m. 1. – <sup>1</sup> .	-	-	
ALINE (HUL FIN, CH, CST, LAL, LPS)	-	17	-	-	-	-	-		-	-	-	
tansard	-	1	-		-	1 -	-	-	-	-		
TTET PRINTED ANDER OFFICE	-	-	-	1150	-	-	-	1150	1150	1150		
ABLE OFFICE, CASEZC		2	-	2	2	2	2	2	2	2	-	Str. Sugar
ANKETER (WASHINGTON)	-	1	-	3	3	3	3	3	3	3	1	
LOSTOCIC (BRUSSELS)		1	-	3	3	4	3	3	3	3	1	
DIRECTOR BIS. (New YORK)		1		1	•	1	1	1	l	1	1	
CRUTISH GRADASSY , PACLS	-	1	-	1	1	1	•	1	1	1	1	
DKCEL OELD	-		-	1	1	1	1	1		1	1	
HIC LIBRARY	- 10 · 1	4	-	4	-	4	4	4	4	4	-	A TANK
HIL LIBRARY	-	4	-	4	-	4	4	4	4	4	-	1 2 2 1
itint library	-	POR ALL	-	-	•	25	87	-		-		
BUTTERSETTS			-	- 1	2	-		-	-	-	-	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
SUB-TOTAL (TI)	1	572	-	1727	24	553	594	1803	1667	1753	10	1 37 1
sub - Tutal (i)	13	100	75	129	41	116	97	109	10,3	99	10	3. Contract
TATA.	14	177	75	18462	65	669	691	1917	1770	1852	20	

# ANNEX II REQUIREMENTS : FROM SOURCE

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

# ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE

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

1 .....

PACKAGE

		1						and the second sec	and the second s	T	1	1
RECIPIENT	PAOK	PACK	phuk C	OTHER				TIME	TO BE	CELIVERE		
NEDO	-	<b>√(3)</b>	-				I	TO BE COL	LELTED FROM	N ENQUICY	som After	SPEECH . 'X
TUC		1(3)	-				U	1 August			A Martin	a standard
CBI NICC	-	1(4)	-	+ 1 60	SOLUTION		-	IN ADVAN	NE VIA	he morsus,	MR WYNN	aven
CONSERVATIVE CEREARCH LEFT	-	VI	-				-	SEE 'X'	ACOVE			
AUSTRALIAN H.C.	-	1	- 1	1.2.5.2.5			Π				Mar All	CARL STATIST
NEW ZEALAND H.C.		1	-								The second	
CANADIANI H.C.		1	-		See Section and			A. Hang		Lines 1		
JAPANESE EMCAUSY		V				Same Par			Tight and	1.54.57		alex the
U.S. EMBASEY	-	1	-							1.1.1.5		
FRENCH EMBALLY	-		-			1.6				Laws Ma		
W. GERMAN EMPASSY	-		-	a second	Street Area	and the second		Tellines of	<b>新学生</b> 在推	Sec. 2	The office	
LUXEMBOURG BARASSY	-	1	-	Star Sal				. IF2 (	DUECT PA	CRACE FROM	n chance	ors office
BELGIAN EMEASSY	-	1						AT 3.3	ppm. IF2	DELIVER TO	BNQURY	Room FOR
DAMISH ENDASSY	-		-								NGLLOR SI	
EIRE EMCASSY	-	1	-		이 전 관 수 있는 것 같아.							The Art
ITALIAN EMPASSY	-	1	-			to an area						
GREEK EMCALSY	-		-		and the second second				State St.		MAR AND	In the party of
NETHERLATICS WICHENY	-	1				well - the	Carl I			Section 20		A Marsh
spanish emeassy	-		-		Part of the local		ALC: N					
PORTUGUESE EMCASSY	-		-				Ц				and the	
TCSC	-	$\int (s)$	-								The same of the	
SCOTLAND		1(6)	-				E	TO K.S	84 11.0	pan		
pless gamery	where the s	-	-	30 x SECT	owed speech, 3	30 x SNAPSI	HOT					
PA GALLERT	-	-	-	I X UN	TAPLED					and the solution		
ITN		-	-	16 x SECTI	ONED SPEECH ,	2 × UNSTAN	pued			A Party in	1 de la marine	
JE TINSON, ITN GUDDET AD HAVAINE	-	1	- 1								NCELLOR'S	
LONOMILS ELITOR, CHANNEL 4	-		-								ISTRIBUTORI	
BEL TV	-			II A SECTI	MUED SALECH, I	2 × UNSTAP	40	CHANCEL	LOR SPEAN	G. PACK'E	's to be	HANDED
roducer, bel ludus pidaukinie	and the second		-	1.4				over a	t enc	of speech		
annes lotig, bel elotionuls ector	-		-	H L L			ļ					
			Les Calles Statistics	A REAL PROPERTY AND INCOME.	A REAL PROPERTY AND A REAL	and the second se	CARLES IN COLOR OF THE				A TABLE & SPACE AND SPACE AND SPACE	

t SIR P MIDCLETON (3×FSBR), SIR T BURNS (2×FSBR) MR J ANGON, SIR G LITTLER, MR GCholar MR GYATT, MR KEMP, MR A WILSON, HIGG Huelle MRCKELLY (2×FSBR), MR MINUL, MR CUIPIN MISS VEIRSITN, MR RIG Allen MR Pick ford MISS C EVANS, MR CROPPER (3×FSBR), MR TH MR M Call (2×FSBR)

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

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

# RESPONSIBILITIES FOR DISTRIBUTION : IDT

RECIPIENT	WHOLE	SNAPSHOT	FSBR	SUMMARY + GUIDE	HIMT PRESS NOTILLS	OTHER DEPT PRESS NOTICES	EPR				
PRBS GALLERY	105	130	70	70	70	70	70			- "	
overseas reps	10	10		-	-	-	-	1. 1. 19	1.15. 1.		1 - Connect
FLEET ST. PRESS	ISO	iso	ISO	ISO	150	ISO	ISO		29.07.28.		Williams and
NON - PRESS	200	200	200	200	200	200	200		14 H 44		
DEPT'S PRESS OFFICES	17	17	17	17	17	17	17	1.21 2	12.43	And a second	
HMT MAIL UST	-	-		-	116	1 .	116	Sec. La	- wetter		
IDT. SPARES INCL. ENQUIRT COM	15	20	30	10	50	30			Sec. 1	Carlo Carlo	
IDT, SPARES, INCL. ENQUIRT COM FFJG	20	20	20	20	20	20	20				- Color
TOTAL	517	547	487	467	623	487	573		1000		
tome	517	541	4.1	401	023	401	575		A States		
	S. Salar								A. Star	1. 19 1. 19	
						and Store		21			
										L'ANA C	
	新潮 (1)			1. 1. 1.							1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
						. 计图题 24		Ma Dese	9.5		
									State:	The state of	all an all a last
									W. Contraction	10 A 4 1	a starter
		La - Andrea				131 3 27			La The	14 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	
	di la fa										States and
		The Line of the					Planet Sh	Sal Sin		Marth.	and in the fair
	N and I			1910				No. Carlo	122		Share and
	6	A CALL						State State	1. 19.		
		A PARK							P. Sie		A BE LOOK STA
	Service Street or	ALL ALLAS					26	See 1			1
									State .		
	A TAK								and the second	A Set of	
										1 24 21 4	
									ALCONT STATE	1.1.1.2.	

# RESPONSIBILITIES FOR DISTRIBUTION: PARLIAMENTARY SECTION

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

# RESPONSIBILITIES FOR DISTRIBUTION : FP

					R. M. Carlos					1. A. C. A.
RELPIONT		FSBR	PACK B							
PARLIAMONTARY FP (SPARE) SCOTLAND	SECTION	69-		HMSO	or's offic					
	TOTAL	15	6				06			
						The second			1. Th	
									199	
							·	alle alle		
		58					ng di sana Arto andi			
							1		46.25	
								0		
					246					and the second
									Same and	

Comments taken on Board



FROM: A A DIGHT DATE: 7 January 1988

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

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

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

## 1988 BUDGET AIDE MEMOIRE: FIRST DRAFT

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

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



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

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

 Budget

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

 Snapshot

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

Ardwight A A DIGHT

# 1988 BUDGET AIDE MEMOIRE

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

0

# Preparation in weeks before the Budget

(1)	Arrange audience of The Queen with her Private Secretary Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc).	JTH/MW 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
	(East).	
(4)	Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Saturday before Budget Day.	AD/RR
(5)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.	RA/JF
(6)	Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.	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 Sitt	ing 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</u> , 23 February.	BD/Nigel Forman
Two we	eeks before Budget Day	

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

AA/RA

ACTION

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

# Week before Budget

(14)

(15)

(18) Budget Box photograph at HMT.

Dept (222 9000)

- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- (ensuring that the Press are kept separate from Diplomats, CBI etc).

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

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

(b) JW to arrange with IF2 Division (TD) to collect for issue after Budget Speech to Australian and New Zealand High Commissions, EEC Diplomatic Missions (including Portugal + Spain), and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

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

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

Chancellor's Office

JF

AD

FP



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

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

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

### Tuesday 8 March

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

### Wednesday 9 March

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

## Thursday 10 March

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

return 2nd page proofs to printer.

- (28)Contact Cannon Row Police Station to ensure crowds are allowed to congregate behind barrier opposite No.11 for benefit of photographers when he leaves for the House. (Clear with No.10 security co-ordinator)
- (29)EPR Supplement to printer
- EB to receive Chancellor's comments on drafts of key briefs. (30)Meeting if necessary.
- Draft of Backbenchers' Brief to Chancellor. (31) Chancellor's final comments on FSBR to FP (by 10.00am). FP AA/RC (32)
- FP to clear with the Chancellor the number and subject of FP (33)expected press notices and the order in which they are to be collated.

### Friday 11 March

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

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

EB

AA/RA

JF

RA

PC

AA/EB

PC/EB/FP

AD

RR

BD

(37)	Finalise arrangements with BBC for TV Broadcast.	JF
(38)	Prepare summary for The Queen and overseas posts (may also be 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-MONDAY
Saturda	ay 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).	ТВ
(50)	Chancellor: photo-call.	JF
(51)	Type Snapshot on A4 paper.	IDT/EB
(52)	Check and make corrections in Chancellor's speaking copy, section by section.	Chancellor's Office
(53)	EPR proof to printer (with Chancellor's comments).	RA

•		
(54)	Roll off and collate 36 copies of speech for:	AD
	<ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> <li>Prime Minister</li> </ul>	
	<ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin,</li> <li>Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call,</li> <li>Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>	
(55)	Mr Cropper has Backbenchers' Brief checked for factual accuracy by EB.	PC/EB
(56)	Send speaking copy and spare to Chancellor.	AD
Monda	y 14 March	
(57)	8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof	CE 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
(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.	Office AA/PS
(68)	Final check of Backbenchers' Brief by EB.	PC/EB
(69)	Produce index for speech.	Chancellor's
(70)	Chancellor due at Buckingham Palace, 6.00 p.m. to be confirmed.	Office 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.	СТ
(76)	Photocopy 30 copies of final text section by section for	Chancellor's
	<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>	Office
(77)	CX's office rolls off 99 copies of speaking copy, 75 copies section 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
BUDGI	ET DAY: 15 March	
(79)	0845: Chancellor (+ family) photocall in St James' Park	JF
(80)	Tabling of Budget Resolutions by Parliamentary Counsel.	FP
(81)	As soon as final version of brief is available let PS/IR, PS/C&E and 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.	УW
(83)	10.00 am: TB to check that FSBR has arrived.	тв
(84)	10.00 am: JF to supervise BBC team at No.11 for TV Broadcast	JF
(85)	10.30 a.m.: Budget Cabinet (time to be confirmed).	JTH
(86)	RE to "mark up" (sideline) final version of speech	HB/RE
(87)	EB to double-check headlined version of the speech.	EB
(88)	By 11 a.m. the "compact" master copy of Speech is to be given to 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)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
    - 1 copy of Snapshot, with each final section (ie 30 snapshots)
  - (b) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-

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

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

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

and State

AD/KS

RE

MW

Chancellor's Office

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

- (e) BBC Radio, Broadcasting House (..... to collect)
  - 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot,
     FSBR, Command Papers and all press notices addressed to:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... to collect)
  - 5 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

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

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

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

- (h) AP Dow Jones (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices to Mr Gittler

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

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

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to:

Mr David Walker News Editor, Financial Times

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

- (k) Oracle (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (1) Ceefax (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: David Wilson, Manager Teletext.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK



RR/PE

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

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

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

The above parcels should then be packed for transmission to the House.

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

Chancellor's Clerks and Typists

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

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

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

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and (100)FSBR, + other Command Papers to be given to messengers from:-
  - Customs & Excise (6 copies of each) - including 1 to Isle of Man - Inland Revenue (6 copies of each) Bank of England (6 copies of each plus 6 copies of press notices)

MW/BD

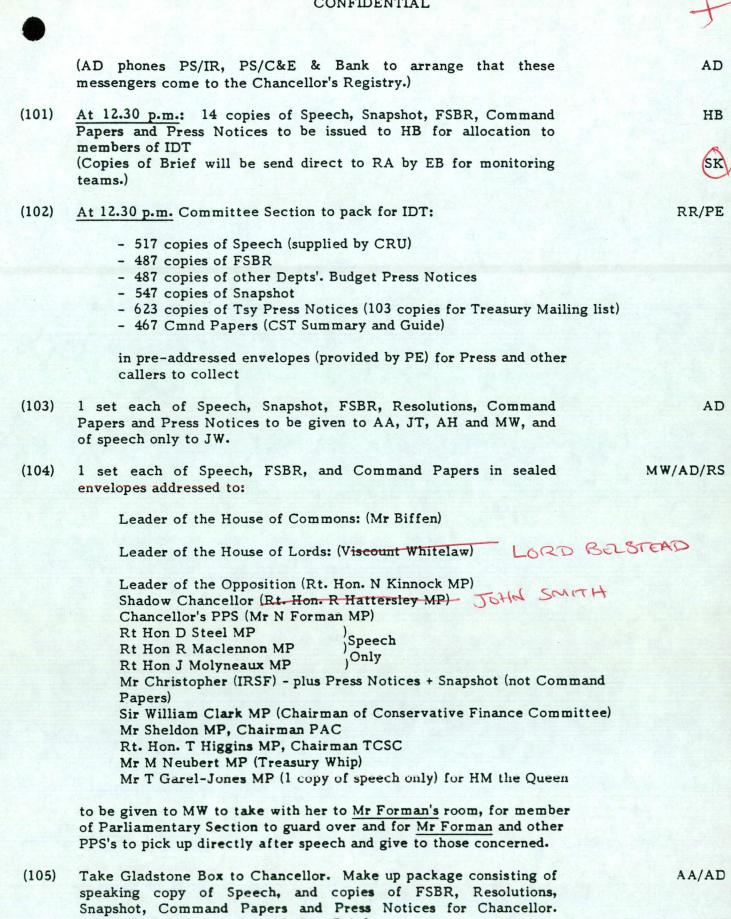
TB/BD

Chancellor's Clerks

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

BD

AA/AD



Budget Day: After lunch

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

Ensure he has a copy of the Budget Brief.

AD/Chancellor's Office

- 0
- (107) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and ...... assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the Snapshot and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

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

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.

(see Item 106).

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

JW

JF

RR/PE

IDT

JF

SK

JF

(119) Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) and envelopes (see item 19) for NEDO, CBI (via Mr Monck), TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 19 to IF2 Division.

- (120) Check Hansard.
- (121) Check whether Debate is likely to continue beyond 7.00 pm if so, confirm duty Minister's extensions for bench, taking into account Minister's media engagements (in consultation with RC)
- (122) Send copies as follows:-

	Speech and Brief	Snapshot Resolution, Press Notices	FSBR	Cmd Papers
Mr F Cassell British Embassy Washington	1	3	3	3
Mr D Bostock UKREP Brussels	1	3	4	4

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

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775, Paris, Cedex, France (1 copy of brief only).

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

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

# ANNEX I

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

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

----

# REQUIREMENTS : FROM SOURCE

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

# ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE

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

....

.

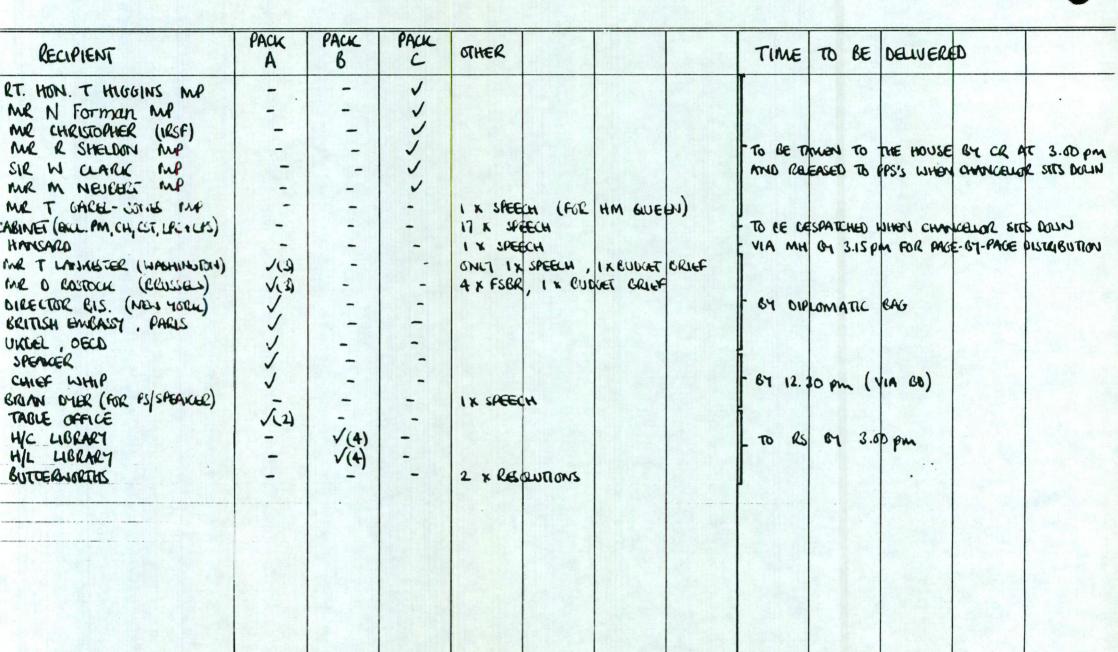
8: SPEECH , SNAPSHOT, FSBR CST SUMMART + GUIDE, HMTPN' OGDPN'S , EPR C: SPEECH, FSOR, CST SUMMART + GUIDE PACKAGE

PACKAGE

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

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

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



# RESPONSIBILITIES FOR DISTRIBUTION : IDT

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

# RESPONSIBILITIES FOR DISTRIBUTION: PARLIAMENTARY SECTION

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

# RESPONSIBILITIES FOR DISTRIBUTION : FP

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

Comments taken on Board



FROM: A A DIGHT DATE: 7 January 1988

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

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

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

#### 1988 BUDGET AIDE MEMOIRE: FIRST DRAFT

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

Item 12:	Would <u>Mr Dyer</u> confirm the date for the Ten Minute Rule Bill to be 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.
	I V and I adiv Stations.



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

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

BudgetBrief &Snapshot

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

Ardwight A A DIGHT

# 1988 BUDGET AIDE MEMOIRE

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

### Preparation in weeks before the Budget

riepa	ation in weeks before the Budget	
(1)	Arrange audience of The Queen with her Private Secretary Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc).	JTH/MW 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 mechanic on call to be available from Saturday before Budget Day.	AD/RR
(5)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.	RA/JF
(6)	Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.	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 Sit	ting 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 Tuesday, 23 February.	BD/Nigel Forman

# Two weeks before Budget Day

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

AA/RA

ACTION

Get in drang now?

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

#### Week before Budget

still?

- (18) Budget Box photograph at HMT.
- (19) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- (ensuring that the Press are kept separate from Diplomats, CBI etc).

(a)	NEDO (211 3000)	)Each to have 3 (CBI to receive 4) copies of Speech,				
	CBI (379 7400)	)Snapshot, FSBR, Command Papers				
	TUC (636 4030)	and )any Press Notices + 1 Resolution for CBI				
	NICG (235 2020)	IOF CBI				

Conservative Research Dept (222 9000)

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

(b) JW to arrange with IF2 Division (TD) to collect for issue after Budget Speech to Australian and New Zealand High Commissions, EEC Diplomatic Missions (including Portugal + Spain), and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (16 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

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

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

JF APH RATA

SP/TB/PE/MW/BD

Chancellor's Office

JF

AD

JW/TD

RR



	midday on Friday 11 March at the latest. TB to arrange for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March.	
(21)	Check with FP/GE & MW precisely which documents will be in 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.	АА
(35)	Send copy of latest draft of Speech to PM if Chancellor wishes.	АА
(36)	RE to submit draft Snapshot to Chancellor's Office having cleared with FP and EB (to be shown to Chancellor).	CE/EB/RE

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

#### Saturday 12 March/Sunday 13 March

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

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

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

JF

RC

RA

IRA AD/AA

AD

AA/PC

AD/RR

0

JTH/BD

JTH

RA

Comm Section/AD

	CONFIDENTIAL	1
•		X
(54)	Roll off and collate 36 copies of speech for:	AD
A	<ul> <li>Private Secretaries (4, including AH)</li> <li>EB (3 copies) - to check with CE Brief, Snapshot and Guidance telegrams</li> <li>Chancellor (2)</li> <li>Prime Minister</li> </ul>	
$\times$	<ul> <li>Governor &amp; Treasury Ministers=(5)</li> <li>Permanent Secretaries (6), Deputy Secretaries (7), Mr Culpin, Mr R I G Allen, Mr Dyer, Mr Cropper, Mr Tyrie, Mr Call, Miss Evans, Mr Turnbull, Miss Peirson, PS/IR, PS/C&amp;E.</li> </ul>	T
(55)	Mr Cropper has Backbenchers' Brief checked for factual accuracy by EB.	PC/EB
(56)	Send speaking copy and spare to Chancellor.	AD
Monda	y 14 March	
(57)	8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof	CE 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. <u>Text must be finalised</u> .	AA/PS
(68)	Final check of Backbenchers' Brief by EB.	PC/EB
(69)	Produce index for speech.	Chancellor's 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.	СТ
(76)	Photocopy 30 copies of final text section by section for	Chancellor's
	<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Other Treasury Ministers (4) See Annex</li> <li>Officials and Advisers (18)</li> <li>Private Secretaries (4, including AH)</li> <li>2 copies for CH/EX's office</li> </ul>	Office
(77)	CX's office rolls off 99 copies of speaking copy, 75 copies section 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
BUDG	ET DAY: 15 March	
(79)	0845: Chancellor (+ family) photocall in St James' Park	JF
(80)	Tabling of Budget Resolutions by Parliamentary Counsel.	FP
(81)	As soon as final version of brief is available let PS/IR, PS/C&E and 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.	ТВ
(84)	10.00 am: JF to supervise BBC team at No.11 for TV Broadcast	JF
(85)	10.30 a.m.: Budget Cabinet (time to be confirmed).	JTH
(86)	RE to "mark up" (sideline) final version of speech	HB/RE
(87)	EB to double-check headlined version of the speech.	EB
(88)	By 11 a.m. the "compact" master copy of Speech is to be given to 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)
- (90) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (91) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech.
- (92) Prepare packages as follows:
  - (a) Press Gallery (..... to collect)
    - 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
    - 1 copy of Snapshot, with each final section (ie 30 snapshots)
  - (b) P.A. Gallery (..... to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (..... to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
      - Sue Tinson, ITN Budget Programme
         Economics Editor, Channel 4.
         (NB: These envelopes to be handed over at the end of Chancellor's speech)

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

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

AD/KS

RE

MW

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

- (e) BBC Radio, Broadcasting House (..... to collect)
  - 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
  - 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
    - BBC Economics Correspondent
       Producer, PM Budget Special
       NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech
- (f) Independent Radio News (..... to collect)
  - 5 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

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

### (g) Reuters Newsroom (..... to collect)

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

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

- (h) AP Dow Jones (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 1 envelope containing a copy of the Speech, Snapshot, FSBR and all Press Notices to Mr Gittler

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

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

by page distribution. \*

- (j) F.T. Newsroom (..... to collect)
  - 1 unstapled speech with sidelines and headlines for page by page distribution \*
  - 2 envelopes containing a copy of the Speech, Snapshot, FSBR and all Press Notices addressed to:

Mr David Walker News Editor, Financial Times

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

- (k) Oracle (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (1) Ceefax (.....to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers and all Press Notices, addressed to: David Wilson, Manager Teletext.
- \* 13 'marked-up' copies of Speech (unstapled) are to be provided by SM by 2.30 p.m.
- (93) Check arrival in Chancellor's Office of 65 copies of Resolutions from Parliamentary Counsel's Office, 150 copies of FSBR from HMSO via FP. 136 copies of CST Summary & Guide and 20 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (94) Issue 150 copies of FSBR, 136 copies of CST Summary & Guide, 65 copies of Resolutions and 5 (as soon as available) copies of Brief from SK, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).

SM

AD/TB/SK

SK/AD



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

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

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

The above parcels should then be packed for transmission to the House.

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

Chancellor's Clerks and Typists

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

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

Prime Minister\*

Chief Secretary (2xFSBR)

Financial Secretary (2xFSBR)

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

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

- No.10 receive 6 copies of the FSBR and Budget Brief and 10 sets of Press Notices.
- (100)At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and FSBR, + other Command Papers to be given to messengers from:-
  - Customs & Excise (6 copies of each) - including 1 to Isle of Man - Inland Revenue (6 copies of each) Bank of England (6 copies of each plus 6 copies of press notices)

MW/BD

RR/PE

TB/BD

Chancellor's Clerks

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

BD

AA/AD

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

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

ADA



- (107) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 92).
- (108) JW to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. JW to remain in Hansard Office until Ch/Ex sits down.
- (109) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (110) At 3pm, Peter Edwards and ...... assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the Snapshot and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with Janiss Murphy.
- (111) Ensure all officials covering the Official Box have copies of the brief.

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

- (112) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.

(see Item 106).

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

JW

JF

RR/PE

SK

JF

IDT

JF

(119)Release copies of Speech and FSBR for Cabinet Ministers, (see item 106), Press (see item 110) and envelopes (see item 19) for NEDO, CBI (via Mr Monck), TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 19 to IF2 Division.

- (120)Check Hansard.
- (121)Check whether Debate is likely to continue beyond 7.00 pm if so, confirm duty Minister's extensions for bench, taking into account Minister's media engagements (in consultation with RC)
- (122)Send copies as follows:-

	Speech and Brief	and Resolution,		Cmd Papers	
Mr F Cassell					
British Embassy Washington	1	3	3	3	
Mr D Bostock					
UKREP Brussels	1	3	4	4	

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

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775, Paris, Cedex, France (1 copy of brief only).

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

CHANCELLOR'S OFFICE

JW/TD/TB

MW/RA

AH

JW

BD

# ANNEX I

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

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

## ANNEX II REQUIREMENTS : FROM SOURCE

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

### ANNEX III

RESPONSIBILITIES FOR DISTRIBUTION : CHANCELLOR'S OFFICE

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

..

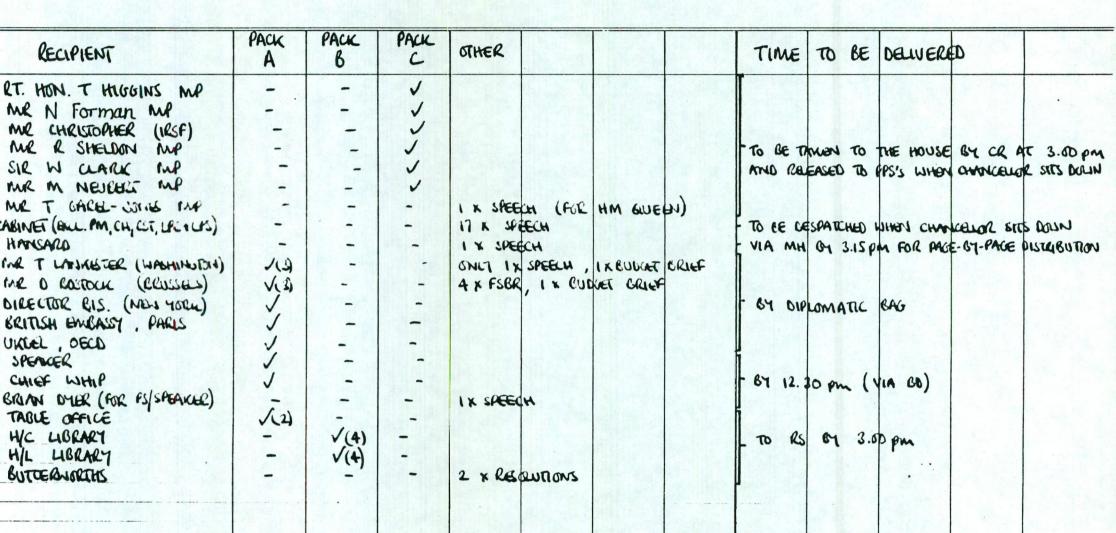
......

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

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

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

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



RESPONSIBILITIES FOR DISTRIBUTION : IDT

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

## RESPONSIBILITIES FOR DISTRIBUTION: PARLAMENTARY SECTION

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

## RESPONSIBILITIES FOR DISTRIBUTION : FP

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



...

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

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

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

#### **1988 BUDGET TIMETABLE**

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

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

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

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

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

(h-

MISS C EVANS

CETABLE			
Week -6	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
Monday 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			

. . .

Week -5	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
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

Week -4	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
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 Chancel	llor



Week -3	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
Monday 22 February		Overview 6 Chancellor's meeting on Chapter 3 Chapter 4 to Chancellor	
Tuesday 23 February		Chancellor's meeting on Budget broadcas Chancellor comments on Chapter 4 by no Chapters 2, 6 to Chancellor	
Wednesday 24 February		Chancellor comments on Chapters 2, 6 by Submission to Chancellor on revised MTFS assumptions Chapter 5 to Chancellor 2nd draft of Chapter 4 to Chancellor (if necessary)	y noon
Thursday 25 February		Second draft of Chapter 6 to Chancellor (if necessary) Chancellor comments on Chapter 5 by 10 Chapter 1 to Chancellor 2nd draft of Chapter 3 to Chancellor	)am
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 Eudget statement	

Week -2	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
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		lst proof of Chapters 1, 2, 3 from printer & to Chancellor Revised Budget speech to Chancellor Revised Chapter 2 to Chancellor	
S day/Sunday			

Senday/Sunday 5-March

.

Chancellor works on Budget statement

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

...

CUNFIDENTIAL

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

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

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

#### **1988 BUDGET TIMETABLE**

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

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

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

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

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

Ch

MISS C EVANS

CETABLE Week -6	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
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			

Week -5	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
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

Week -4	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
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 Chancel	llor

Week -3	CX DIARY & PARLIAMENT	FSBR & EUDGET	EXTERNAL EVENTS
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 Full n Chancellor and Bank Second draft of Budget statement to Chancellor Chapters 5 & 6 to printer Report to Chancellor on PSBR	noney (internal)
Sorday/Sunday 27-28 February		Chancellor works on Budget statement	

Week -2	CX DIARY & PARLIAMENT	FSBR & BUDGET	EXTERNAL EVENTS
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 PM on Budget proposals Chancellor comments on Chapters 4, 5, 6 by noon	
Friday 4 March		lst 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

1 ~ 1

Chancellor works on Eudget statement

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

913/043/alr

. .

TVILLIS Comments taken on Board

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

### MR DIGHT

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

a. Item 16 second line should read -

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

b. Item 20 replace FP by TB

c. Item 32 amend to read

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

/ d. Item 33 should be moved to 9 March

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

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

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

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

# CONFIDENTIAL

# 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

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

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

Terre Bul

MRS T C BURNHAMS



RM10

#### RESTRICTED



FROM: A A DIGHT DATE: 23 February 1988

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

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

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

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

...

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

Ardlight

A A DIGHT

### **1988 BUDGET AIDE MEMOIRE**

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

RESTRICTED

		ACTION
Prepa	ration in weeks before the Budget	
(1)	Arrange audience of The Queen with her Private Secretary Clear date of Budget with No.10 (checking that there are no State Visits, Archbishop's enthronements etc).	JTH/MW 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</u> <u>mechanic on call</u> to be available from Saturday before Budget Day.	AD/RR
(5)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office. Discuss arrangements for TV Broadcast with the BBC.	RA/JF
(6)	Arrange for members of Chancellor's Registry and volunteers from other Private Offices' clerks, if required, to be available to collate papers on weekend of 12/13 March and on Budget Day. (For IDT as well). Check with EOG (David Lodge) for overnight accomodation to be provided.	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 Sit	ting 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</u> , 23 February.	BD/Nigel Forman
Two v	veeks before Budget Day	
(12)	Seek Chancellor's wishes as to speakers in Debate; inform them and	AA/RA

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

- 0
- (13) MG to organise arrangements for Budget Box photograph. Budget box to be collected from Office Services.
- (14) Draft of T.V. Broadcast to be produced and circulated for comment.
- (15) TB co-ordinate along with PE, BD and MW, letter to Departments and Departments' Chief Press Officers (PE to provide names of Chief Press Officers) "about detailed arrangements for production of Press Notices and clearance of post Budget Statements" including number required (see Annexes). TB send similar note to Treasury Divisions and Revenue Departments. Letter to give deadline for arrival of PN's (midday Friday 11 March). EB to get advance copies of PN's. (TB to confirm number of PNs expected per Department).

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

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

#### Week before Budget

- (17) Budget Box photograph at HMT. (Thursday 10 March).
- (18) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution, CST Summary & Guide, EPR Supplement, Press Notices and other Command papers from Enquiry Room after the Chancellor has sat down\* viz:
- (ensuring that the Press are kept separate from Diplomats, CBI etc).

(a)	NEDO (211 3000)	)Each to have 3 (CBI to receive 4) copies of Speech,
	CBI (379 7400)	)Snapshot, FSBR, Command Papers 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) TL to arrange with IF2 Division (DS) to collect for issue after Budget Speech sets of 1 copy of each of the above documents to Australian and New Zealand High Commissions, EEC Diplomatic Missions, US Embassy, Canadian High Commission and Japanese Embassy (22 sets in all). Check with IDT/IF2 whether any other Embassies have requested Budget Docs, and alter no's required accordingly. IF2 prepare envelopes.

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

MG/PE

AH

SP/TB/PE/MW/BD

MG

Chancellor's

Office

AD

TL/DS



(19)	TB confirm with Parliamentary Counsel's Office, IR, C&E, 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)		PC/EB/FP
(B)	Draft EPR Supplement to Chancellor.	RA
(C)	Draft notes for Queen and overseas posts to Chancellor.	RC
	Wednesday 9 March	
(25)	EB to provide draft of key briefs to Treasury Minister's Offices. (2 copies for Chancellor's Office, 2 copies for other Ministers).	EB
(26)	FP to clear with the Chancellor the number and subject of expected press notices and the order in which they are to be collated.	FP
(27)	2nd Proof of FSBR from printer and to Chancellor.	CE
(20)	Thursday 10 March	AA/RA
(28)	Inform IDT of likely length of Speech.	AA/ KA
(29)	Contact Cannon Row Police Station to ensure crowds are allowed 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
(02)		
(33)	2nd Proof of FSBR returned to printer.	CE

### Friday 11 March

(34)	Work as necessary to produce final version of speech.	AA
(35)	Send copy of latest draft of Speech to PM if Chancellor wishes.	AA
(36)	RE to submit draft Snapshot to Chancellor's Office having cleared with FP and EB (to be shown to Chancellor).	CE/EB/RE
(37)	Finalise arrangements with BBC for TV Broadcast.	JF
(38)	Final version of summary for The Queen and overseas posts submitted to Chancellor.	RC
(39)	EPR proof to Chancellor	RA
(40)	Submit final draft of TV broadcast if available. 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.	
(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
Saturda	y 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
Monda	y 14 March	
(56)	8.00 a.m. CE sign off final FSBR proof. IDT sign off EPR proof	CE 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 FINAL comments on speech. Start amending speech as necessary.	AA/PS
(64)	Check any corrections section by section.	Chancellor's 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
(68)	Chancellor due at Buckingham Palace. (6.15pm)	Office 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	PC/AA



- (72) Final check of Snapshot before collating.
- (73) CRU roll off 170 copies of Budget Brief.
- (74) Photocopy 36 copies of final text for
  - Chancellor
  - Prime Minister
  - Other Treasury Ministers (4) See Annex
  - Officials and Advisers (22)
  - Private Secretaries (6, including AH)
  - 2 copies for CH/EX's office
- (75) CX's office rolls off 140 copies of compact speech, 80 copies section by section and 18 unstapled sets. CRU rolls off 1750 copies of snapshot.
- (76) As soon as possible Mr Cropper lets Miss Titmuss have the master copy of the Backbenchers Budget Brief. Miss Titmuss will run off 400 copies. Mr Cropper will arrange for these to be distributed by the Parliamentary Private Secretaries following the Budget Speech.

#### BUDGET DAY: 15 March

and Ceefax.

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

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

CT

RE/SP

Chancellor's Office

Chancellor's Office/CRU

PC/CT



- (87) By 11.00 am six copies of speech (run off by AD), FSBR, Command Paper(s), Press Notices, EPR to give to KS (as decided at item 18c) to take to Scotland. (See Item 115)
- (88) By 11.00 am RE to give KS a copy of the Snapshot. KS then takes 5 copies.
- (89) Inform Leader of House of Lords Office and Mr Christopher (IRSF) that they should collect their packages from PPS's room at the end of the speech.
- (90) Prepare packages as follows:
  - (a) Press Gallery (Mrs J Daly to collect)
    - 30 copies of sectioned version of Speech (each section to be marked individually), in separate envelopes each marked with number of section.
    - 1 copy of Snapshot, with each final section (ie 30 snapshots)
  - (b) P.A. Gallery (Mr J Flitton to collect)
    - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - (c) ITN, Wells Street (Ms F Bogan and Mr A Nichols to collect)
    - 16 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
    - 2 <u>unstapled</u> Speech with sidelines and headlines for pageby-page distribution\*
    - 2 envelopes, each containing 1 copy of Speech, Snapshot, CST Summary & Guide, EPR Supplement, FSBR, Command papers and all press notices addressed to:-
      - 1. Nigel Dacre, ITN Budget Programme
      - 2. Economics Editor, Channel 4.

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

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

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

AD/KS

RE

MW

Chancellor's Office (e)

- BBC Radio, Broadcasting House (Miss Feest to collect)
- 11 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, Snapshot, CST Summary & Guide, EPR Supplement, FSBR, Command Papers and all press notices addressed to:-
  - 1. BBC Economics Correspondent
  - 2. Producer, PM Budget Special

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

- (f) Independent Radio News (Ms Z Everest-Phillips to collect)
  - 5 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, CST Summary & Guide, EPR Supplement, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

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

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

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

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

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

(i)

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

Mr David Walker News Editor, Financial Times

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

- (k) Oracle (Mr N Fray to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of section
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers, CST Summary & Guide, EPR Supplement, and all Press Notices, addressed to: Mr Peter Hall, Editor, Oracle.
- (1) Ceefax (Miss M Finnegan to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers, CST Summary Guide, EPR Supplement, and all Press Notices, addressed to: David Wilson, Manager Teletext.
- (m) Knight Ridder (Mr N Dawson to collect)
  - 1 copy of sectioned version of speech, in separate envelopes and marked with number of each section.
  - 1 unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing copy of Speech, Snapshot, FSBR, Command Papers, CST Summary Guide, EPR Supplement, and all Press Notices, addressed to: Mark Leheney (Knight Ridder)

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



- (91) Check arrival in Chancellor's Office of 89 copies of Resolutions from Parliamentary Counsel's Office, 187 copies of FSBR from HMSO via FP, 155 copies of CST Summary & Guide (from C Knight GEP) and 24 Briefs (From EB - first 4 to AA, JT, AH and MW).
- (92) Issue 187 copies of FSBR, 155 copies of CST Summary & Guide, 89 copies of Resolutions and 5 (as soon as available) copies of Brief from LH, to AD for distribution as in Annex. (Other 4 Briefs to AA, JT, AH and MW).
- (93) Committee Section pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in pre-addressed envelopes provided by IDT. Copies of Speech are not provided by Chancellor's Office):-

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

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

The above parcels should then be packed for transmission to the House.

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

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

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

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

LH/AD

RR/PE

Chancellor's Clerks and Typists

MW/BD

TB/BD

Chancellor's Clerks

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

BD

	AD to seek authorisation from AA to issue packages to other 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:-	
	<ul> <li>Customs &amp; Excise (6 copies of each) - including 1 to Isle of Man</li> <li>Inland Revenue (6 copies of each)</li> <li>Bank of England (6 copies of each plus 6 copies of press notices)</li> </ul>	277 B.S.S.S.
	(AD phones PS/IR, PS/C&E & Bank to arrange that these messengers come to the Chancellor's Registry.)	AD
(99)	At 12.30 p.m.: 14 copies of Speech, Snapshot, FSBR, Command 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
	<ul> <li>553 copies of Speech (supplied by CRU)</li> <li>523 copies of FSBR</li> <li>523 copies of other Depts'. Budget Press Notices</li> <li>583 copies of Snapshot</li> <li>659 copies of Tsy Press Notices (103 copies for Treasury Mailing list)</li> <li>503 Cmnd Papers (CST Summary and Guide)</li> </ul>	
	in pre-addressed envelopes (provided by PE) for Press and other callers to collect	
(101)	1 set each of Speech, Snapshot, FSBR, Resolutions, Command 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 Maclennan MP Rt Hon J Molyneaux MP	
	Mr Christopher (IRSF) - plus Press Notices + Snapshot ( <u>not Command</u> Papers)	
	Sir William Clark MP (Chairman of Conservative Finance Committee) Mr Sheldon MP, Chairman PAC Bt. Hon. T Higgins MP, Chairman TCSC (1 CST Summary 8	
	Rt. Hon. T Higgins MP, Chairman TCSC (+ CST Summary & Guide)	

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

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

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

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

#### Budget Day: After lunch

- (104) Envelope copies of Speeches and FSBR for distribution to members of the Cabinet (other than PM, Chief Secretary LPS + LPC) to be despatched after the Chancellor has sat down.
- (105) At 2.30 pm: Volunteers collect packages from Chancellor's office for page by page release (see item 90).
- (106) TL to take copy of speech to official reporters, to be handed over page by page when Chancellor delivers speech. TL to remain in Hansard Office until Ch/Ex sits down.
- (107) Chancellor + Mrs Lawson photocall outsde No.11 before going to House.
- (108) At 3pm, Peter Edwards and Janiss Daly assisted by four messengers and a Security Officer, take 30 copies of the speech in sections (provided by the Chancellor's Office), 105 copies of the complete speech and 130 copies of the Snapshot and 70 each of FSBR, Cmnd papers, and related Press Notices to Miss Stella Thomas in the Press Gallery. They will also have a separate package of 10 copies of the Speech and 10 copies of the Snapshot for the Overseas Press. (Turn up in Committee Section (75/G), to collect papers at 2.45 pm). Security Guard to remain with Janiss Daly.
- (109) Ensure all officials covering the Official Box have copies of the brief.

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

- (110) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, a member of IDT will authorise the release of the 30 sectioned copies of the Speech.
  - (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom, AP Dow Jones, Oracle and Ceefax) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.

AD/AA

AA/AD

AD/Chancellor's Office

TL

MG

RR/PE

LH

PE IDT

JF

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

Mr D Bostock **UKREP** Brussels 3 1 3 4 4

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

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag Mr E T Davies, UK Delegation, OECD, 19 Rue de Franqueville, 75775, Paris, Cedex, France (1 copy of brief only).

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

3



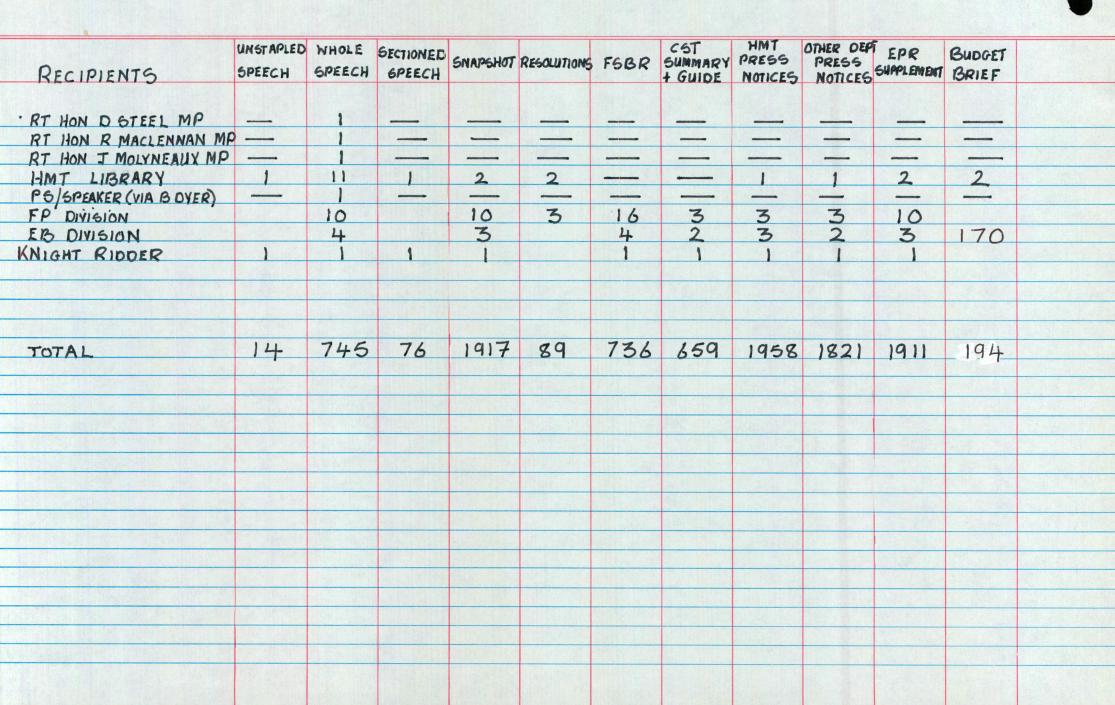
	for depositing in the Libraries of the House of Commons and House of Lords.	
	AD to give 2 copies of Resolutions to RS for Butterworths Law Publishers.	AD/RS
(122)	Provide two sets of Speech, Snapshot, FSBR, Resolutions, Command Paper(s), all Press Notices to Table Office.	BD
(123)	Provide 4 8" (eight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

#### CHANCELLOR'S OFFICE

# ANNEX I

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

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



ANNEX II

# REQUIREMENTS : FROM SOURCE

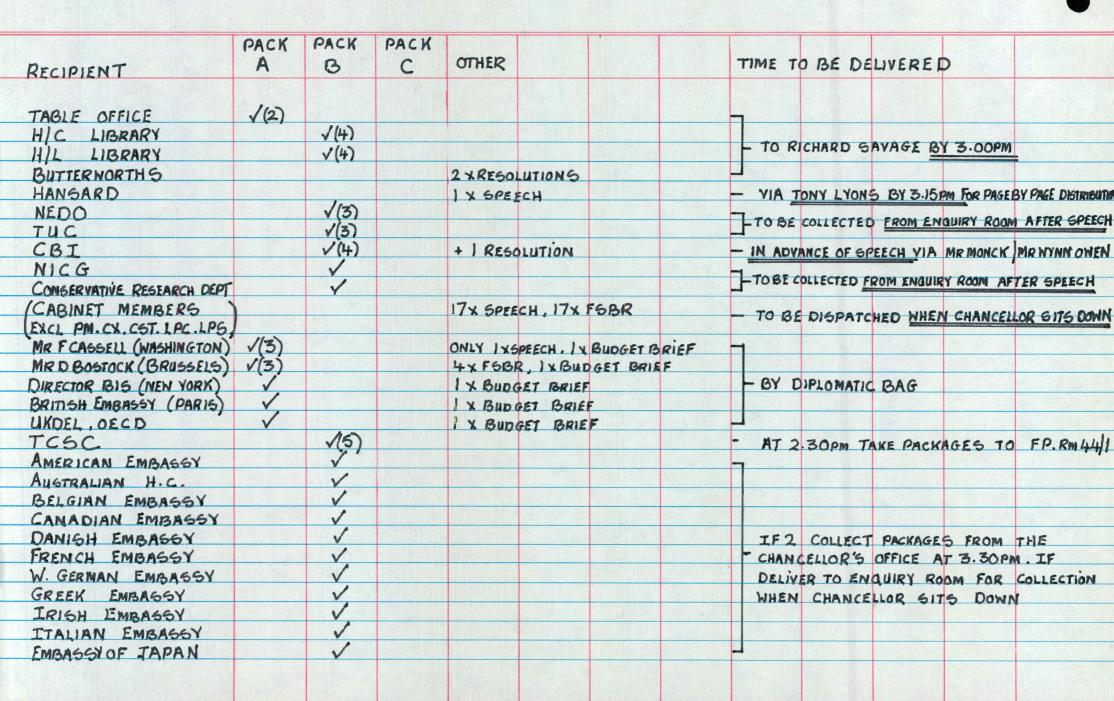
REQUIRED BY	unstarled Speech	WHOLE Speech	SPEECH	SNAPSHOT	RESOLUTIONS	F6BR	CGT Summary + Guide	HMT PREGS NOTICES	OTHER DEP PRESS NOTICES	E PR Supplement	Budget Brief	
CHANCELLORS OFFICE	14	166	75	169	89	187	155	152	152	147	21	
IDT		553		583		523	503	659	523	609		
PARLIAMENTARY SECTION		1		1150		Ь	6	1150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

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

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

KAGE C: SPEECH, FSBR, CST MARY & GUIDE

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



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

### RESPONSIBILITIES FOR DISTRIBUTION : IDT

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

ANNEX V

REGPONGIBILITES FOR DISTRIBUTION : PARLIAMENTARY GECTION

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

ANNEX VI

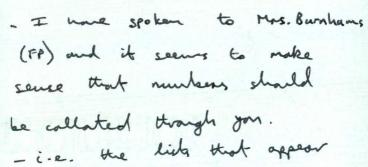
## RESPONSIBILITIES FOR DISTRIBUTION : FP

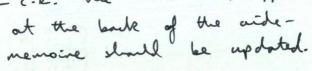
KESPONSIBILITE	5 tok	2 DIGT	RIBUTI	ON . r	P				
RECIPIENT	FSBR	PACK							
PARLIAMENTARY SECTION	6		1					2	
FP (SPARE)	10		FROM	HMGO					
SCOTLAND		6	FROM	CHANCE	LORS OI	FICE			
TOTAL	16	6							
						~			
	R III								



Tomy

Budget Day documents





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

Thomas . Reter Golwards 2/2/88.

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

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

1988 Budget Documents

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

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

S	0	SA	2	
Children and Statement	1000		and the second second	_

MAD

ALL

Ger

WHOLE SPEECH XIG

٠

+

K/C

SNAPSHOT Resolutions EPR Supp Budget Brief

· 1988 Budget Dozuments.

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

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

1988 Budget Documents

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

· 1988 Budget Documents.

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

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

· 1988 Budget Documents

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

-7 M. Dight

#### RESPONSIBILITIES FOR DISTRIBUTION : IDT

Par es

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

188 Budget Documents

NU

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