

PO-CH/NL/0696

PART A

PO - CH/NL/0696^{or.} Part A

CONFIDENTIAL

(Circulate under cover and
notify REGISTRY of movement)

Begins: 8/8/84
Ends: 22/1/85.

Chancellor's (Lawson) Papers:
Autumn Statement 1984, Aide Memoire.

1985

**THIS FOLDER HAS BEEN
REGISTERED ON THE
REGISTRY SYSTEM**

CONFIDENTIAL.

From: H.C. GOODMAN

Date: 8 August.

Mr. Percy.
Miss O'Hara
Miss Simpson.
Mr Baillie
Mr Lawrence.
Mrs ~~W. G. G. G.~~ Henson
Miss Young
Mr Willis
Miss ~~W. G. G. G.~~ Taylor
Mr Giebel
Mr Payer.
Mr ~~Hudson~~
Mrs ~~Boyd~~
Mrs ~~Corcoran~~
Mr Board.
Mr Battisill - or.
Mr Eger.
Mr Pratt.
Mr Murphy - or.
Miss Deyes.

Mr. Collins.
Mr. Chambers.
~~Mr. Pearson~~
Mr. Pilcher.
Mr. Culpin
Mr Page.
Mr G. Johnson.
~~Mr. J. Johnson~~
Mr Perfect. Mr N. H. King.
Mr Selveron
~~Mr. G. G. G.~~
Mr J. Graham.
Mrs McGill (CU)

Autumn Statement: Aide Memoire

I attach an aide memoire for the Autumn Statement. This is based on the Budget Aide Memoire, though obviously it is a good deal simpler.

2. However a number of points are still outstanding and I would be grateful for answers to these and other comments by Tuesday 28 August. I am setting such an early deadline in order to try and sort this out before I leave this post. The timetable assumes publication on the Tuesday, after Cabinet on Thursday.

It is therefore tighter than last year and more like the Budget

(1) How many drafts will the briefing need to go through? Is it realistic to submit ^{the final draft} it (on Thursday night for copying on Monday? (Action ER)

(2) I have assumed the following

(3) I attach the Chancellor's Distribution list for 1983. Would IDI, ~~and~~ ^{and} EOG please confirm the numbers of copies of documents required?

(4) The copying schedule I have assumed is:-

Brief - (Monday midday 76 copies, 62 pages
Treasury Press Notices - from Monday 4 pm about 1,000 copies.

Oral Statement - Tuesday morning ⁶²⁰ 200 copies, 113 pages

Is this feasible? If not could the Chambers please consider whether weekend working will be necessary, bearing in mind that final decisions will not be available till Friday, so that press notices would then have to be cleared overnight and copying begun on Saturday/Sunday. The Chancellor's office will cover the copying of press notices if EOG is agreeable.

(5) Other departments are expected to copy their own press notices and simply send these over to the Treasury, first thing on the

morning of the announcement
(6) last year there were ³ Treasury Press Offices.
~~one Treasury Press Office~~
~~on manpower~~] do G E have any views at
this stage on the number of PNs we should assume
will be needed this year?

HC Goodman AW.

KEY TO DRAFT AIDE MEMOIRS

(a) INDIVIDUALS.

DB	David Baillie	Ch/Ex's office	5597
BC	Barry Collins	EB	
PC	Peter Chambers	EOG	
RC	Robert Culpin	IDT	
S	Meena Memon	Ch/Ex's office	5769
MH			
GJ	Graham Johnson	IDT	5728
JP	David Peretz	Ch/Ex's office	
RP	Ran Pilcher	EOG	
AJS	John Salverson	Parliamentary	
JS	Judith Simpson	Ch/Ex's office	5457
LW	Lesley Willis	" "	
NL	Nigel Lawrence	Ch/Ex's office	5512
DY	Danna Young	Ch/Ex's office	5487

(b) Divisions etc

CRU	Central Reproductive Unit
CU	Central Unit
GG	General Expenditure
IDT(CS)	Information Division (Clinical Section)

Helen - this is the latest version - I've asked John Page to let you have his additions (changes direct by close today).
CONFIDENTIAL (name - still to come) 6/8.

1984 AUTUMN STATEMENT: AIDE MEMOIRE

PRELIMINARY

Preparation in weeks before the Announcement

- (1) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available 2 days before A/S. DB/RP
- (2) Submit publicity arrangements to Chancellor RC
- (3) Send off letters establishing arrangements for release of A/S to MPs at end of speech. (Drafts provided by AJS.) AJS
- (4) CU in consultation with GE circulate note commissioning press notices from Treasury. JS writes to Private Offices in other Departments asking whether they intend to issue any press notices on A/S Day. (EB to get advance copies of PNs) Confirm all numbers with RP. CU/JS/
GE/RP
- (5) Two weeks before A/S Day. CU send similar note to Treasury Divisions. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:-

Treasury PNs

985 (IDT-815,C/EX Off-170)

Other Depts PNs + GAD Report

230 (say 170 for C/Ex off, 50 for IDT)

2000 - ?Vote Office
100 - ?Printed Paper Office etc

- (6) Prepare addressed envelopes or labels for those listed below under Items LW
- (7) Make arrangements for those entitled to collect copies of OS, AS, GAD Report, & PNs from Enquiry Room after the Chancellor has sat down, viz:- MH
 - (a) NEDO (211 3000))Each to have 3 copies of OS, AS,
CBI (379 7400))GAD Report and
TUC (636 4030))any Press Notices
Conservative Research
Dept (222 9000)
 - (b) MH to arrange with EF2 Division (J.G.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (14 sets in all)
 - (c) MH to arrange with Mr. Murphy ~~Ms Goodman~~ for collection of 1 copy of OS, AS, GAD Report and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee

Arrange with Treasury Divisions for correct number of copies of any Press Notices to be delivered to DB and RP in CRU as appropriate (see Annex) by ~~10am~~ ^{10.00} day before announcement. Also arrange with Central Unit for correct number of copies of AS to be delivered by 10.00 a.m. on AS Day. DB/RP

Treasury 4pm

THURSDAY

3 working days before Announcement

- Thurs* (9) EB to submit ~~the~~ draft of brief to Ministers EB
- (10) Treasury Ministers Offices to receive copies of latest version for Ministers' 2 copies for Chancellor's Office, 1 copy for other Ministers. BC/JS
- Fri* (11) CU/GE submit PNs to Ch. CU/GE
- Sat* (12) ¹⁵ Central Unit receive book proofs of AS. CU
- Thurs* (13) ¹⁰ Final official draft of OS to Ch. CU

Friday
2 days before Announcement

- Fri* (14) ¹² Send copy of latest draft of OS to PM if Chancellor wishes. DP
- Fri* (15) ¹³ EB to receive Chancellor's comments on ~~second~~ draft of Brief. BC/JS
- Fri* (16) ¹⁴ Check with DP whether any other Ministers or Officials are to receive advance copies of documents other than those at Annex. (eg ?Governor) DB
- Fri* (17) ¹⁴ Check despatch arrangements of overseas copies of speech etc. with the FCO. (see item 39). DB

- Sat* (18) ¹⁶ Early PM: AS proofs back to printer CU
- Mon* (17) ¹⁷ *By 10am noon CRU to receive copies of brief for copying* EB/CRU
- Mon* (19) ¹⁸ GE/CU to receive Chancellor's comments on Treasury PNs *by noon early am* GE/CU/DP
- Mon* (19) ¹⁸ GE/CU send Treasury PNs to ~~DB~~ *DB by 4pm for copying* GE/CU/DB
- Mon* (20) ¹⁹ Treasury Divisions agree other departments PNs Divisions
- Mon* (21) ²⁰ *Finalise OS in light of PM's comments* D.P.

ANNOUNCEMENT DAY:

- (21) ²² By 10am the master copy of the Oral Statement to be delivered to CRU for copies to be rolled off for distribution to the Press by IDT (see Items 22 and 33). From Private Office production of O/S (copies) ²⁴ send 2 copies ³⁵ by hand to BC (EB Room 99/2) as soon as possible to be marked up for PA/Reuters/radio/TV). Master copy of "marked up" speech is returned to IDT for distribution to Press/Media. BC
RP/DB
- (22) ²⁴ IDTCS prepare packages for immediate distribution of A/S, O/S, PNs, GAD Report to Press/Media IDTCS *to Chancellor's office*
- (23) ²⁵ Check arrival in Chancellor's Office of copies of A/S from CU and 8 Briefs (From EB - first 3 to DP, JS and MOM) DB/NL/BC
- (24) ²⁶ Issue ⁷⁰ copies of A/S and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to DP, MOM and JS) DB/LW
- (25) ²⁷ Before 12.00: Copy of O/S to AJS who will let Speaker's Private Secretary know roughly how long O/S will last. AJS

SATURDAY BEFORE ANNOUNCEMENT

28
By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of O/S, A/S *press notices, GAD Report*. LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Chancellor of the Duchy of Lancaster
Officials, etc. (See Annex for list)

Other Cabinet Ministers
Principal Finance Officers

PC
RS to
provide extra
messenger

Speaker (via Mr Salveson)
Chief Whip (via Mr Salveson) *Mr Murphy*
1 Set of above + Treasury PN to Ms Goodman (for Northern Ireland Office)
Plus any other Ministers or officials to whom the issue of advance copies may be authorised by DP (N.B. This would mean a commensurate increase in the number of copies needed)

(27) *28*
30 At 2.00 p.m.: SECRET envelopes containing O/S, A/S to be given to messengers from:-

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

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

DB

(28) *27*
24 At 12.30 p.m.: *18* ~~20~~ copies of O/S, A/S, GAD Report and Press Notices to be issued to RC for allocation to members of IDT NL/BC
(Copies of Brief will be send direct to RC by EB for monitoring teams.)

(29) *31* 1 set each of O/S, A/S, GAD Report and Press Notices to be given to DP, MOM and JS LW

(30) *32* 1 set each of O/S and A/S in sealed envelopes addressed to: LW

Leader of the House of Commons: Mr Biffen
Leader of the House of Lords: Viscount Whitelaw
Leader of the Opposition (Mr Kinnock)
Shadow Chancellor (Mr R Hattersley)
Leader of Alliance (Dr Owen/Mr Steel)
Chancellor's PPS (Mr M Lennox-Boyd)
Sir William Clark (Chairman of Conservative Finance Committee)
Mr Sheldon, Chairman PAC
Mr T Higgins, Chairman TCSC
Mr D Hunt (Treasury Whip)

to be given to DY to take to Mr M Lennox-Boyd's room, House of Commons (to be given out after O/S). Detailed timing cleared with DP. DY/DP

Autumn Statement Day: After Lunch

- and Principal*
- (31) ³³ Envelope copies of O/S for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord Privy Seal) to be despatched after the Chancellor has sat down. Chancellor's Office
- (32) ³⁴ JS to arrange for copy to reach Official Reporters. (See Item) *and Principal Finance Officers*
- (33) ³⁵ Once O/S has started: IDT to take copies of O/S etc to Lobby for distribution. RC
- (34) ³⁶ At 2.00 p.m. allow access to Committee Section to representatives of IDT who will pack:
- 200 copies of O/S (supplied by CRU)
 - 200 copies of A/S.
 - 200 copies of other Depts' Press Notices
 - 200 copies of Tsy Press Notices (copies for Treasury Mailing list)

- 200 copies of GAD Report.

in envelopes for Press and other callers to collect

RP ~~DP~~/GJ

- (35) ³⁷ Ensure all officials covering the Official Box have copies of the brief. BC
- (36) ³⁸ During O/S: Note changes from typed version. JS

At end of O/S

- (37) ³⁹ Despatch by hand copies of O/S to other members of Cabinet (see Item 31) *and PF Os.* DB
- (38) ⁴⁰ Release copies of O/S ~~for Cabinet Ministers,~~ *and* envelopes (see item 7) for NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item to EF2 Division. Release copies to Ms Goodman for TCSC. MH ~~W~~/JG

- (39) ⁴¹ Send copies as follows:- ~~MS~~ MH

	<u>O/S and Brief</u>	<u>A/S and GAD Report Press Notices</u>
--	----------------------	---

Mr N Wicks
British Embassy
Washington

1

3

Mr R Butt
UKREP Brussels

1

34

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

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

(Copies obtained from LW: See Item ²⁶ ~~24~~)

- (40) ⁴² Give 8 copies of O/S to ~~J~~ ^{AJS} for the Libraries of the House of Commons and the House of Lords, plus 3 copies of A/S, GAD Report + PNs to H/C Library. ~~J~~ AJS

Annex A

Chancellor's Office Distribution List: 159 (+ 14 spare copies)

- Prime Minister ✓
- Chancellor of the Exchequer ✓
- Chief Secretary ✓
- Financial Secretary ✓
- Economic Secretary ✓
- Minister of State ✓
- Sir Mr Middleton ✓
- Sir T Burns ✓
- Mr Littler ✓
- Mr Bailey ✓
- Sir D Lovelock (C&E) ✓
- Sir L Airey (IR) ✓
- Mr Unwin ✓
- Mr Byatt ✓
- Mr Anson ✓
- Mr ~~Nor~~ ^{Pratt}grove ✓
- Mr Kemp ✓
- Mr Wilding ✓ ^{Monck}
- Mr Cassell ✓
- Mr Battishill ✓
- Mr Hall ✓ ^{Culpin}
- Mr Monger ✓
- Mr Ridley ✓
- Mr Lord ✓
- Mr Portillo ✓
- Mr Scholar ✓
- Mr Watson ✓
- Mr Hart ✓ ^{Gray}
- Mr Evans ✓ ^{Williams}
- Mr ~~Monck~~ ✓ ^{Lankester}
- Mr Odling-Smee ✓
- Mr Burgner ✓
- Mr Folger ✓
- Ms Holman ✓

- Customs & Excise (5 copies) ✓
- Inland Revenue (5 copies) ✓
- Bank of England (6 copies) ✓
- IDT press office (18 copies) ✓
- ~~Mr Goodman (for NIO)~~ ✓ ^{By 12.30}
- Chancellor's Private Secretaries (3 copies) ✓
- NEDO (3 copies) ✓ ²¹¹⁻³⁰⁰⁰
- CBI (3 copies) ✓ ³³⁰⁻⁷⁰⁰⁰
- TUC (3 copies) ✓ ⁶³⁶⁻⁴⁰⁰⁰
- Conservative Research Dept (3 copies) ✓ ²⁷⁻⁹⁰⁰⁰
- Diplomatic Missions (14 copies)
- Mr Limon ^(T.C.S.C.)
- The Speaker ✓ ^{By 12.30}
- Leader of the House of Commons ✓
- Leader of the Lords ✓
- Leader of the Opposition ✓
- ^{Leader of the Alliance} Shadow Chancellor ✓
- Chairman Conservative Finance Committee ✓
- Chairman Treasury Select Committee ✓
- Chairman PAC ✓
- Parliamentary Private Secretary to Chancellor ✓
- Hon D Hunt (Treasury Whip) ✓
- British Embassy Washington (3 copies) ✓ ^{WICKS}
- UKREP Brussels (4 copies) ✓
- BIS New York ✓
- British Embassy, Paris ✓ ^{Paris}
- Principal Finance Officers (24 copies) ✓
- Other Cabinet Ministers (17 copies) ✓
- ~~2 Alliance~~
- ~~for IDT~~

To collect By 12.30

IGrah... Capital
01
Can
1
N2
Tokyo

R.P. Fisher
outside...

Brief - own distribution of 76 - 62 pages.

<u>Other documents</u>	Ch's Office	IDT Distribution	Library	Vote Office	Foreign Press Club	Printed Paper Office H&L	Sales Office
<u>A.S.</u>	170	420	70	2000	20	100	200
o/s. (13 pages)	170	420					
4 Treasury PNs. (3)	170	815	2				
Other departments P. Ns. (8)	170	50	2				
GAO Report	170	50	20				

by 4:00pm Mon

Annex B

PRELIMINARY

Preparation in weeks before the Announcement

- (1) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available 2 days before A/S SDB/RP →
- (2) Submit publicity arrangements to Chancellor RC
- (3) Send off letters establishing arrangements for release of A/S to MPs at end of speech. (Drafts provided by AJS.) AJS
- (4) CU in consultation with GE circulate note commissioning press notices from Treasury. JS writes to Private Offices in other Departments asking whether they intend to issue any press notices on A/S Day. (EB to get advance copies of PNs) Confirm all numbers with RP. CU/JS/GE/ → RP
- (5) Two weeks before A/S Day. CU send similar note to Treasury Divisions. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:-

Treasury PNs

~~970~~⁹⁸⁵ (IDT-815, C/EX Off-170)

Other Depts PNs + GAD Report

230 (say 170 for C/Ex off, 50 for IDT)

?Vote Office

?Printed Paper Office etc

- (6) Prepare addressed envelopes or labels for those listed below under Items LW
- (7) Make arrangements for those entitled to collect copies of OS, AS, GAD Report, & PNs from Enquiry Room after the Chancellor has sat down, viz:- ~~MH~~ ~~EB~~ ~~STG~~
 - (a) NEDO (211 3000))Each to have 3 copies of OS, AS,
CBI (379 7400))GAD Report and
TUC (636 4030))any Press Notices
Conservative Research
Dept (222 9000)
~~STG~~
 - (b) ~~MH~~ to arrange with EF2 Division (J.G.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (14 sets in all)
 - (c) MH to arrange with Ms Goodman for collection of 1 copy of OS, AS, GAD Report and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee
- (8) Arrange with Treasury Divisions for correct number of copies of any Press Notices to be delivered to DB and RP in CRU as appropriate (see Annex) by 10am day before announcement. Also arrange with Central Unit for correct number of copies of AS to be delivered by 10.00 a.m. on AS Day. DB/RP

Friday before Announcement/3 working days before

- EB to submit 2nd draft of brief to Ministers EB
- (10) Treasury Ministers Offices to receive copies of latest version for ~~weekend~~ ^{Ministers'} box. 2 copies for Chancellor's Office, 1 copy for other Ministers. BC/JS
- (11) CU/GE submit PNs to Ch ~~CU/GE~~ →
- (12) Central Unit receive book proofs of AS. CU
- (13) Final official draft of OS to Ch. ~~AHWB~~ CU

Two days before Announcement

- (14) Send copy of latest draft of OS to PM if Chancellor wishes. DP
- (15) EB to receive Chancellor's comments on second draft of Brief. BC/JS
- (16) Check with DP whether any other Ministers or Officials are to receive advance copies of documents other than those at Annex. (eg ?Governor) DB
- (17) Check despatch of overseas copies of speech etc. with the ^{arrangements} ~~arrangements~~ for FCO. (see item ~~74~~ ³⁹). DB
- (18) Early PM: AS profs back to printer CU
- (19) GE/CU to receive Chancellor's comments on Treasury PNs GE/CU/DP
- (20) Treasury Divisions agree other departments PNs Divisions

ANNOUNCEMENT DAY:

- (21) → By 10a.m. the master copy of the Oral Statement to be delivered to CRU for copies to be rolled off for distribution to the Press by IDT (see Items ~~22~~ ²² and ~~33~~ ³³). From Private Office production of O/S (~~7~~ ⁷ copies), send 2 copies by hand to BC (EB Room 99/2) as soon as possible to be marked up for PA/Reuters/radio/TV). Master copy of "marked up" speech is returned to IDT for distribution to Press/Media.
- (22) IDTCS prepare packages for immediate distribution of A/S, O/S, PNs, GAD Report to Press/Media ~~NL/LW~~ ^{IDTCS}
- (23) Check arrival in Chancellor's Office of copies of A/S from CU and 8 Briefs (From EB - first 3 to DP, JS and MOM) DB/NL/~~MV~~/BC
- (24) Issue copies of A/S and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to DP, MOM and JS) DB/LW
- (25) Before 12.00: Copy of O/S to AJS who will let Speaker's Private Secretary know roughly how long O/S will last. AJS
- (26) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of O/S, A/S:- LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary

Minister of State
Chancellor of the Duchy of Lancaster
Officials, etc. (See Annex for list)

RC to
provide extra
messenger

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

(27) At 2.00 p.m.: SECRET envelopes containing O/S, A/S to be given to messengers
from:-

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

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

DB

(28) At 12.30 p.m.: ? copies of O/S, A/S, GAD Report and Press Notices
to be issued to RC for allocation to members of IDT [NL/BC] →
(Copies of Brief will be send direct to RC by EB for monitoring teams.)

(29) 1 set each of O/S, A/S, GAD Report and Press Notices to be given
to DP, MOM and JS

LW

(30) 1 set each of O/S and A/S in sealed envelopes addressed to:

LW

Leader of the House of Commons: Mr Biffen

Leader of the House of Lords: Viscount Whitelaw

Leader of the Opposition (Mr Kinnock)

Shadow Chancellor (Mr R Hattersley)

Leader of Alliance: *Dr D. Owen / David Steel*

Chancellor's PPS (Mr M Lennox-Boyd)

Sir William Clark (Chairman of Conservative Finance Committee)

Mr Sheldon, Chairman PAC

Mr T Higgins, Chairman TCSC

Mr D Hunt (Treasury Whip)

to be given to DY to take to Mr M Lennox-Boyd's room, House of
Commons (to be given out after O/S), *Delayed timing cleared with DP.* *DY/DP*

Autumn Statement Day: After lunch

(31) Envelope copies of O/S for distribution to Members of the Cabinet
(other than PM, Chancellor of the Duchy, Chief Secretary and Lord
Privy Seal) to be despatched after the Chancellor has sat down. ~~(For~~
~~named Ministers etc. see Item)~~ Chancellor's
Office

(32) JS to arrange for copy to reach Official Reporters. (See Item)

(33) Once O/S has started: *IDT* ~~DY~~ to take copies of O/S etc to Lobby for
distribution. RC

At 2.00 p.m. allow access to Committee Section to representatives of IDT who will pack:

- 200 copies of O/S (supplied by CRU)
- 200 copies of A/S.
- 200 copies of other Depts' Press Notices
- 200 copies of Tsy Press Notices (copies for Treasury Mailing list)

- 200 copies of GAD Report.

TP/GJ
↓

in envelopes for Press and other callers to collect

- (35) Ensure all officials covering the Official Box have copies of the brief. BC
- (36) During O/S: Note changes from typed version. JS

At end of O/S

- (37) Despatch by hand copies of O/S to other members of Cabinet (see Item 31) DB

- (38) Release copies of O/S for Cabinet Ministers, and envelopes (see item 7) for NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item to EF2 Division. Release copies to Ms Goodman for TCSC

MV/JG

- (39) Send copies as follows:- MV

	<u>O/S and Brief</u>	<u>A/S and GAD Report Press Notices</u>
Mr N Wicks British Embassy Washington	1	3
Mr R Butt UKREP Brussels	1	3

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

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

(Copies obtained from LW: See Item 24)

- (40) Give 8 copies of O/S to JL for the Libraries of the House of Commons and the House of Lords, plus 3 copies of A/S, GAD Report + PNs to H/C Library.

(Tape 3 Preliminary)

8/8/84.

PRELIMINARY

Preparation in weeks before the Budget ~~Announcement~~

- (1) (a) Arrange audience of The Queen with her Private Secretary JS
- (b) Check with Speaker on allocation of guest seats available.
- (2) 1 Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available from Sunday. Before Budget Day 2 days before A.S. DB/RP
- (3) Arrange for TV Broadcast, in conjunction with Chief Whip's Office. MH
- (4) Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 12 March and on Budget Day. (For Private Office and IDT as well) JS/FM
- (5) 2 Submit publicity arrangements to Chancellor MH RC
- (6) 3 ~~Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters. BBC, ITN, IRN and Financial Times with Speech section by section.~~ AS, K DB/PB
- (7) 4 Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.) AJS/DY
- (8) 5 ^{CU} ~~CU~~ in consultation with ^{GE} ~~AJS~~ circulate note commissioning press notices from Treasury and Revenue Departments. JS writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs) Confirm all numbers with RP. CU/JS/AJS/ RP ^{GE}
- (9) Arrange for Budget Box to be collected from PRO GJ
- (10) Arrange for laying of White Papers, etc. AJS
- (11) Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements. JK/MH
- (12) Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.) JS
- (13) 5 ^{AS} ~~AS~~ Two weeks before Budget Day, ^{AS} ~~DB~~ writes to Vote Office about Resolutions and FSBR arrangements and ~~GEP 1~~ write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. ~~DB to arrange for Lord Privy Seal's Office to collect Snapshot. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:-~~ DB/CU

Treasury PNs - 950 (IDT-800, CU Off 150) ¹⁷⁰

Other Depts PNs - 270 (say 150 for CU Off + GAD Report. 50 for IDT)

? Vote Office
? Printed Paper Office etc

Snapshot

Total required	1,929	(RP will check)
Vote Office	1,000	
Printed Paper Office	150	
Chancellor's Office	118	
IDT	540	
Lord Privy Seal's Office	120	
Leader of the House of Commons	1	

Treasury PNs

Total required	1,982	(RP will check)
Vote Office	1,000	
Printed Paper Office	150	
Chancellor's Office	77	
IDT and Treasury Mailing lists	745	

Other Departments PNs

Total required	1,592	(RP will check)
Vote Office	1,000	
Printed Paper Office	150	
Chancellor's Office	77	
IDT	365	

(14) On 5 March reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MOM, JS and DY with Speech sections to House at 3.00 p.m. on Budget Day. DB arranges cars for Chancellor's office staff.

TP

(15) Prepare addressed envelopes or labels for those listed below under Items 16, 48, 51, 54, 58.

LW

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

MV MH

- (a) NEDO (211 3000)) Each to have 3 copies of ~~Speech, Snapshot, FSBR, Command Papers and any Press Notices~~ + 1 Resolution for CBI
- CBI (379 7400)) OS, AS, GAD report and
- TUC (636 4030)
- Conservative Research Dept (222 9000)

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

OS, AS, GAD report

(c) MV to arrange with Ms Goodman for collection of 4 copies each of ~~Speech, Snapshot, FSBR, other Command Papers and Press Notices~~ for Mr Limon, Clerk to the Treasury and Civil Service Committee

(17) Arrange with ~~Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments~~ for correct number of copies of ~~Resolutions, Command Papers and any Press Notices~~ to be delivered to DB and RP in CRU as appropriate (see Annex) by close of play on ~~Friday 9 March at the latest~~. Also arrange with Central Unit for correct number of copies of ~~FSBR~~ to be delivered by 10.00 a.m. on ~~Tuesday 13 March~~.

DB/RP

AS Day

10am day before announcement

67
78

X

Handwritten scribbles

Handwritten vertical lines

HS

Friday before Announcement / 3 working days before

EB to submit 2nd draft of brief to Ministers. — EB

Thursday 8 March

(11) CU/GE submit PNs to CH — CU/GE

Inform IDT of likely length of Speech.

JK/JP

Central Unit receive book proofs of AS.

CU

Friday 9 March Two days before Announcement

Final Official draft of BS to CH — AMWB

Send copy of latest draft of Speech to PM if Chancellor wishes.

JK DP.

Submit draft Snapshot to Chancellor's Office

EB/IDT

EB to receive Chancellor's comments on ^{second} first draft of Brief. Treasury Ministers' Offices to receive copies of latest version for weekend box. 2 copies for Chancellor's Office, one copy for other Ministers.

BC/JS

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

AB/CU

Submit final draft of TV speech if available.

Mr Portillo/MH

Check with JK whether any other Ministers or Officials are to receive advance copies of Budget documents other than those at Annex. (eg? Governor)

DB

Check despatch of overseas copies of speech etc. with the arrangements for FCO. (see item 74).

DB

Check catering arrangements for Chancellor's office for March 12.

DB

Early pm AS proofs back to printer

CU

GE/CO to receive Chancellor's comments on Treasury PNs

SATURDAY-MONDAY

Saturday 10 March

Treasury Divisions agree other departments PNs — Divisions

Second book proofs of FSB received by Central Unit, 10.00 a.m.

HG

Work as necessary to produce final version of Speech.

JK

Chancellor: photo-call

JP

Type Snapshot on A4 paper.

EB

Check and make corrections in Chancellor's speaking copy, section by section

Chancellor's Office

Roll off and collate 36 copies of speech for:

PT

- Private Secretaries (3)
- EB (3 copies) - to check Brief, Snapshot and Guidance telegrams
- Mr Lavelle - to prepare a telegram to selected overseas Finance Ministers etc. for issue later in the week.
- Governor & Treasury Ministers=(5)
- Permanent Secretaries (4), Deputy Secretaries (6), Mr Battishill, Mr Monger, Mr Hall, Mr Salveson, Mr Ridley, Mr Lord, Mr Portillo, Mr Norgrove, Mr Scholar, Mr Watson, PS/IR, PS/C&E.

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

DB/BC

Send speaking copy and spare to Chancellor.

JS

Monday 12 March

Collect Budget Box from IDT

DB/GJ

9.00 a.m. Ensure that copies circulated by hand as in item 31

DB

GO TO STREET AT 12.00 FLAG

- (35) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day. BC
- (36) ~~Confirm likely length of speech with IDT to guide radio/TV.~~ JK.H
- (37) By 2 p.m. start amending speech as necessary. LW
- (38) Check any corrections section by section. Chancellor's Office
- (39) Chancellor due at Buckingham Palace, 6.00 p.m.
- (40) Receive Snapshot from EB(BC) for checking. MOM/BC
- (41) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JK/LW
- (42) ~~Final check of Snapshot before collating~~ MOM
- (43) Photocopy 34 copies of final text, section by section, for PT
- Chancellor
 - Prime Minister
 - Other Treasury Ministers (4) See Annex
 - Officials and Advisers (23)
 - Private Secretaries (5)*
 - 2 copies for CH/EX's office
- (44) Roll off 222 copies of speaking copy, section by section and 1920 copies of snapshot PT/CRU

BUDGET DAY:

- (45) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Mrs Lawson for evening papers) MH/LM
- (46) 10 a.m.: Budget Cabinet.
- (47) By 11 a.m. the master copy of Speech is to be given to RP in the CRU for 420 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 49 and 63). From Private Office production of Speech (222) copies send 2 copies by hand to BC (EB Room 99/2) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, 9 unstapled copies to be made for BBC TV, BBC Radio, IRN, ITN, PA, Reuters (HoC), Reuters and PA Newsroom, Financial Times Newsroom. IDT for distribution to Press/Media.
- (48) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to LW and RP in accordance with list in Annex. DB
- (49) Prepare packages as follows: IDTCS prepare packages for immediate distribution of A/S, O/S, P/S, CAD report to Press/Media C/S
- (a) Press Gallery via DY (see also item 66)
- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
 - 1 copy of Snapshot, with each final section (ie 30 snapshots)

Check list before this tomorrow

Looky Start here

USE
27

USE
28

- 3 copies of o/s

copy of

(b) ITN, Wells Street

- 15 copies of sectioned version of ^{o/s}Speech, in separate envelopes each marked with number of section.
- 1 ^{o/s}unstapled ^{o/s}Speech with sidelines and headlines for page-by-page distribution*
- 3 envelopes, each containing 1 copy of ^{o/s}Speech, ^{A/S}Snapshot, ^{CAO Report}FSBR, ~~Command papers~~ and all press notices addressed to:-
 1. Sue Tinson, ITN Budget Programme
 2. Editor 'Oracle' News services
 3. Economics Editor, Channel 4.(NB: These envelopes to be handed over at the end of Chancellor's speech)

(c) BBC, TV White City

- 10 copies of sectioned version of ^{o/s}Speech, in separate envelopes each marked with number of section
- 1 ^{o/s}unstapled ^{o/s}Speech with sidelines and headlines for page-by-page distribution*
- 2 separate envelopes, containing 1 copy of ^{o/s}Speech, ^{A/S}snapshot, ^{CAO report}FSBR, ~~Command Papers~~ and Press Notices, addressed to:-
 1. Producer, BBC Budget Programme
 2. James Long: BBC Economics Editor.(NB: These envelopes to be handed over at the end of Chancellor's speech).

(d) BBC Radio, Broadcasting House

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

(e) Independent Radio News

- 4 copies of sectioned version of ^{o/s}speech, in separate envelopes and marked with number of section
- 1 ^{o/s}unstapled ^{o/s}speech with sidelines and headlines for page-by-page distribution*
- 1 envelope enclosing a copy of the ^{o/s}Speech, ^{A/S}Snapshot, ^{CAO Report}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

(35)

(36)

(37)

* ~~1~~ ^{o/s} 'marked-up' copies of ~~Speech~~ (unstapled) are to be provided by NL to LW by 2.30 p.m. (NL will also supply 2 copies to MH for P.A. and Reuters)

NL/DB/M

(38)

USE
29

23 CU

(50) Check arrival in Chancellor's Office of ~~41~~ ^{A/S} copies of ~~Resolutions~~ from Parliamentary Counsel's Office, ~~122~~ copies of FSBP from Central Unit, ~~121~~ copies of Command papers and 8 Briefs (From EB - first 3 to JK, JS and MOM)

(39)

(40)

USE
30

24

(51) Issue ~~122~~ copies of FSBP, ~~121~~ copies of Command papers, ~~41~~ copies of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. ^{DP} (Other 3 Briefs to JK, MOM and JS)

DB/NL/M
BC

(41)

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

DB/LW

RC
TP/MH

~~60~~ ¹⁰⁰ copies of ~~Speech~~ ^{o/s} and ~~80~~ ¹⁰⁰ copies of Snapshot ¹⁰⁰ ~~40~~ copies each of FSBP, to Home Press HMT's PN, Other Gov. Dept's PN's, Other Cmd Papers), Gallery, House of Commons
~~35~~ ³⁰ copies of ~~Speech~~ ^{o/s}, ~~40~~ ³⁰ snapshots, ~~20~~ ³⁰ copies of FSBP, ~~20~~ ³⁰ Command Papers, and ~~30~~ ³⁰ Press Notices to MH (for Lobby Conference)
~~10~~ ^{o/s} copies of ~~speech~~ and ~~10~~ ^{o/s} copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

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

(53) ~~Start collation of full text of Speech with index and checklist~~

private office
Clerks and Typists

USE
31

25

(54) Before 12.00: Copy of ~~speech~~ ^{o/s} to AJS who will let Speaker's Private Secretary know roughly how long ~~Speech~~ ^{o/s} will last.

AJS

USE
32

26

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

o/s A/S GAD Report
1 copy each of ~~Speech, FSBR, Resolutions, Command Papers~~ to:-

LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Chancellor of the Duchy of Lancaster
Officials, etc. (See Annex for list)

RC to
provide extra
messenger

Speaker (via Mr Salveson)
Chief Whip (via Mr Salveson)

1 Set of above + Treasury PN to Ms Goodman (for Northern Ireland Office)
Plus any other Ministers or officials to whom the issue of advance
copies may be authorised by JK (N.B. This would mean a commensurate
increase in the number of copies needed) *|||*

2.00
At ~~12.30~~ p.m.: *o/s A/S* 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)

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

DB

o/s A/S, GAD Report
At 12.30 p.m.: ~~18~~ copies of ~~Speech, Snapshot, FSBR, Command Papers~~ and Press Notices to be issued to ~~MH~~ for allocation to members of IDT *RC*

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

NL/BC

o/s A/S GAD Report
1 set each of ~~Speech, Snapshot, FSBR, Resolutions, Command Papers~~ and Press Notices to be given to ~~JK, MOM and JS,~~ and of speech only to DY *DF*

LW

o/s A/S
1 set each of ~~Speech, FSBR, and Command Papers~~ in sealed envelopes addressed to:

LW

! Leader of the House of Commons: ~~{ Mr Biffen }~~

! Leader of the House of Lords: Viscount Whitelaw

! Leader of the Opposition (Mr Kinnock)

Shadow Chancellor (Mr R Hattersley)

Chancellor's PPS (Mr M Lennox-Boyd)

~~Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command Papers)~~ *Leader of Alliance*

Sir William Clark (Chairman of Conservative Finance Committee)

Mr Sheldon, Chairman PAC

Mr T Higgins, Chairman TCSC

Mr D Hunt (Treasury Whip)

Chairman of Cons. Fin Comm.

to be given to DY to take to Mr M Lennox-Boyd's room, House of Commons (to be given out after ~~Speech~~) *o/s* (JS to collect after Chancellor has sat down).

(60) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of ~~Speech, and copies of FSBR, Resolutions, Snapshot, Command Papers and Press Notices.~~ (For despatch see item 70.)

JK

A/S Day

Budget Day: After lunch

WJE
37

(61) Envelope copies of ^{o/s} Speeches for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord Privy Seal) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 55)

Chancellor's Office

(62) ~~DY takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See item 47(a))~~

DY/PB

(63) ~~Arrange with Lord Privy Seal's Office collection of 120 copies of the Snapshot~~

~~DB~~

WJE
38

(64) ~~AJS arranges for copy of Speech to be taken to Speaker's Office. JS to arrange for copy to reach Official Reporters. (See Item 53)~~

AJS/JS

(65) ~~One o/s : IDT to take copies of o/s etc to Lobby for Distribution. Ten minutes after Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 49 to Mr M Lennox-Boyd's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.~~

~~TP/PB~~ P.C.

WJC
39

(66) At 2.00 p.m. allow access to Committee Section to representatives of IDT who will pack:

- ~~320~~ ²⁰⁰ copies of Speech (supplied by CRU)
 - ~~315~~ ²⁰⁰ copies of FSRB and 285 of other Command Papers.
 - ~~305~~ ²⁰⁰ copies of other Depts'. Budget Press Notices
 - ~~410~~ ²⁰⁰ copies of Snapshot
 - ~~685~~ ²⁰⁰ copies of Tsy Press Notices (250 copies for Treasury Mailing list)
 - ~~200~~ ²⁰⁰ copies of CMO report
- in envelopes for Press and other callers to collect

TP/GJ

WJE
40

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

BC

(68) ~~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, MH will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by NL).
MH will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
- (b) In the 7 broadcasting studios and Newsrooms (ITN, BBC-TV, BBC radio, PA Newsroom IRN, FT, Reuters Newsroom) 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.

WJE
41

(69) ^{o/s} During Speech: Note changes from typed version.

JS

At end of Speech

(70) Give 7 sets of Speech, etc. to Mr M Lennox-Boyd from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 57)

JS

WJE
42
37

(71) Despatch by hand copies of Speech to other members of Cabinet (see Item 59)

DB

(72) On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 50 and 63)

DY

WJE
43
38

(73) Release copies of Speech and Budget Report for Cabinet Ministers, and envelopes (see item 16) for NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 16 to EF2 Division. *Release copies to MJ Goodwin*

+ DTI

MV/JG

WJE
44
39

(74) *for TUSC* Send copies as follows:-

MV

	<i>o/s</i> <u>Speech and Brief</u>	<i>A/S</i> <u>Snapshot Resolution, Press Notices</u> <i>GM Report</i>	<u>FSBR</u>	<u>Cmd Papers</u>
Mr N Wicks British Embassy Washington	1	3	3	3
Mr R Butt UKREP Brussels	1	3	4	4

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

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

(Copies obtained from LW: See Item 46)

(75) Give 8 copies of Speech to JL for the Libraries of the House of Commons and the House of Lords.

JL

(3 to HoC) o/s
, plus 3 copies of A/S, GM Report
+ PNs to HoC library.

WJE
45
40

CHANCELLOR'S OFFICE

8/8/84.

Day Before Announcement

(19) Work as necessary to produce final version of OS - DP.

(20) ? Guidance Telegram to Lavello.

(21) 10am EB deliver to CRU briefing for reproduction

(22) 10am CO/GE deliver to CRU briefing for reproduction.
2 copies

(24) 6pm Submit to Chf, Sir P Middleton, Mr Bailey, Mr Battisbill, Mr Schöner - final version
? copy, ? PM.

(23) Documents
12 noon - Sit to liaise with DHSS for early copies of GAD report.
Other
CO/EB/GE
DP

Announcement Day

IDT / Chf's Office

(25) 10am (Receive other departments PNs / GAD report)

(26)

10am CO/CRU receive copies of AS.

(27) By 10am Oral Statement to be delivered to CRU for reproduction / DP
to 12 noon as (47)

IDT, Chancellors Office CRU - Hours 49 - 67.

(28) ? Prepare 3 packages - ~~IDT~~

Hours 50

(29) Chancellor's Office to prepare packages for distribution list. 12.30 - ~~IDT~~

(1) Distribute to Treasury Ministers, Officials

(2) 2pm C+E, IR, Bank to collect.

2pm, PEOs, Cabinet Minister copies

DP
RP
HB
JB

Distributed by hand.

(3) 12-30 copy to Speaker via AJS.

(4) Early copies (timing for consideration by D.P.) to leader of House Commons, Leader of Lords, leader of Opposition, Shadow Chancellor, Alliance, Chairman of Con Fin Ctee, Chairman TCSC, Chairman PAC, Chancellor's PPS, Hon D Hunt (Treasury Whip).

(5) NEDO, CBI, IOC, Conservative Research Department to collect when Chancellor sits down. (4pm)

(6) Diplomatic Missions to collect when Chancellor sits down (4pm)

(7) Send by bag to Washington, Brussels, New York, Paris when Chancellor sits down.

(30) ~~(52)~~ GOTO SHEET AT 4'

~~(31) - (68).~~

10/8/84

SEPARATE COPIES

MISS BOSE
 MR COLLINS
 MISS DEYES o.r.
 MR HOOD o.a.
 MR MACKINNON
 MISS SMITH

cc Mr Porteous EOG2
 Mrs Spragg WPU
 Mrs McGill CRU
 Ms Goodman

cc Mr Baillie
 + return
 to me
 M.

AUTUMN STATEMENT

The planning assumption for the date of the Chancellor's Autumn Statement is Tuesday 13 November. (This is subject to change later and in any event CONFIDENTIAL until announced publicly.)

2. This note is advance warning that some weekend working to prepare briefing may prove necessary in EB, and possibly WPU and CRU, over the weekend 10/11 November. We were able to avoid this in previous years when the Statement was delivered on a Thursday but the timetable is unavoidably shortened this year.

3. On past form, Mr Collins, Miss Deyes and Miss Smith would be most likely to be involved but I would be grateful if other members of EB would also keep 10 and 11 November free of outside commitments if at all possible please.



M T FOLGER

Changes in green.

7.61

CONFIDENTIAL

FROM: MS H C GOODMAN

DATE: 10 August 1984

MR PERETZ
MISS O'MARA
MISS SIMPSON
MR BAILLIE
MR LAWRENCE
MRS HENSON
MISS YOUNG
MRS WILLIS
MISS TAYLOR
MR GIEVE
MR PEGLER
MR BOARD
MR BATTISHILL (or)
MR FOLGER
MR PRATT
MR MURPHY (oa)
MISS DEYES

cc Mr Collins
Mr Chambers
Mr Pilcher
Mr Culpin
Mr Page
Mr G Johnson
Mr N J King
Mr Perfect
Mr Salveson
Mr J Graham
Mrs McGill (CRU)

AUTUMN STATEMENT: AIDE MEMOIRE

I attach an aide memoire for the Autumn Statement. This is based on the Budget Aide Memoire, though obviously it is a good deal simpler.

2. However a number of points are still outstanding and I would be grateful for answers to these and other comments by Tuesday 28 August. I am setting such an early deadline in order to try and sort this out before I leave this post. The timetable assumes publication on the Tuesday after Cabinet on Thursday. It is therefore tighter than last year and more like the Budget.

(1) How many drafts will the briefing need to go through? Is it realistic to submit the final draft on Thursday night for copying on Monday? (Action EB)

(2) I attach the Chancellor's distribution list for 1984. Would IDT and EOG please confirm the numbers of copies of documents required?

(3) The copying schedule I have assumed is:-

Brief - from Monday midday 76 copies, 62 pages

CONFIDENTIAL

Treasury Press Notices - from Monday 4pm about 1,000 copies.

Oral Statement - Tuesday morning 620 copies, 113 pages.

The Chancellor's office will cover the copying of Press Notices, if EOG is agreeable.

(4) Other departments are expected to copy their own press notices and send these over to the Treasury, first thing on the morning of the Announcement.

(5) Last year there were 3 Treasury Press Notices. Do GE have any views at this stage on the number of Press Notices we should assume will be needed this year?

B.M. Darllie

AP

H C GOODMAN

KEY TO DRAFT AIDE MEMOIRE

(a) INDIVIDUALS

DB	David Baillie	CH/EX's Office
BC	Barry Collins	EB
PC	Peter Chambers	EOG
RC	Robert Culpin	IDT
MH	Meena Henson	CH/EX's Office
GJ	Graham Johnson	IDT
NL	Nigel Lawrence	CH/EX's Office
DP	David Peretz	CH/EX's Office
RP	Ron Pilcher	EOG
AJS	John Salveson	Parliamentary
JS	Judith Simpson	CH/EX's Office
LW	Lesley Willis	CH/EX's Office
DY	Donna Young	CH/EX's Office

(b) Divisions etc

CRU	Central Reproductive Unit
CU	Central Unit
GE	General Expenditure
IDT(CS)	Information Division (Clerical Section)

1984 AUTUMN STATEMENT: AIDE MEMOIRE

PRELIMINARY

Preparation in weeks before the Announcement

- (1) Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available 2 days before A/S. DB/RP
- (2) Submit publicity arrangements to Chancellor RC
- (3) Send off letters establishing arrangements for release of A/S to MPs at end of speech. (Drafts provided by AJS.) AJS
- (4) CU in consultation with GE circulate note commissioning press notices from Treasury. JS writes to Private Offices in other Departments asking whether they intend to issue any press notices on A/S Day. (EB to get advance copies of PNs) Confirm all numbers with RP. CU/JS/
GE/RP
- (5) Two weeks before A/S Day. CU send similar note to Treasury Divisions. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:

Treasury PNs

985 (IDT-815,C/EX Off-170)

Other Depts PNs + GAD Report

230 (say 170 for C/Ex off, 50 for IDT)

2000 Vote Office
100 Printed Paper Office etc
- (6) Prepare addressed envelopes or labels for those listed below under Items LW
- (7) Make arrangements for those entitled to collect copies of OS, AS, GAD Report, & PNs from Enquiry Room after the Chancellor has sat down, viz:- MH
 - (a) NEDO (211 3000))Each to have 3 copies of OS, AS,
CBI (379 7400))GAD Report and
TUC (636 4030))any Press Notices
Conservative Research
Dept (222 9000)
 - (b) MH to arrange with EF2 Division (J.G.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (14 sets in all)
 - (c) MH to arrange with Mr Murphy for collection of 1 copy of OS, AS, GAD Report and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee

- (8) Arrange with Treasury Divisions for correct number of copies of any Treasury Press Notices to be delivered to DB and RP in CRU as appropriate (see Annex) by 4pm day before announcement. Also arrange with Central Unit for correct number of copies of AS to be delivered by 10.00am on AS Day. DB/RP

Thursday before Announcement

- (9) EB to submit draft of brief to Ministers (2 copies for Chancellor's Office, 1 copy for other Ministers.) EB
- (10) Final official draft of OS to Ch. CU

Friday Announcement

- (11) CU/GE submit PNs to Ch. CU/GE
- (12) Send copy of latest draft of OS to PM if Chancellor wishes. DP
- (13) EB to receive Chancellor's comments on draft of Brief. BC/JS
- (14) Check with DP whether any other Ministers of Officials are to receive advance copies of documents other than those at Annex (eg ?Governor) DB
- (15) Check despatch arrangements of overseas copies of speech etc. with the FCO. (See item 41). 42 DB

Saturday before Announcement

- (16) Central Unit receive book proofs of AS. CU
- (17) Early PM: AS proofs back to printer CU

Monday before Announcement

- (18) By noon CRO to receive copies of brief for copying EB/CRO
- (19) GE/CU to receive Chancellor's comments on Treasury PNs by early a.m. GE/CU/DP
- (20) GE/CU send Treasury PNs to DB by 4pm for copying. GE/CU/DB
- (21) Treasury Divisions agree other departments PNs Divisions
- (22) Finalise OS in light of PM's comments. DP

ANNOUNCEMENT DAY:

- (23) By 10am the master copy of the Oral Statement to be delivered to CRU for copies to be rolled off for distribution to the Press by IDT (see Items 25 and 36). From Private Office production of O/S (copies) send 2 copies by hand to BC (EB Room 99/2) as soon as possible to be marked up for PA/Reuters/radio/TV). Master copy of "marked up" speech is returned to IDT for distribution to Press/Media. RP/BC/DB
- (24) By 10am GAD Report and other departments press notices delivered to Chancellor's Office

- (25) IDTCS prepare packages for immediate distribution of A/S, O/S, PNs, GAD Report to Press/Media IDTCS
- (26) Check arrival in Chancellor's Office of copies of A/S from CU and 8 Briefs (From EB - first 3 to DP, JS and MOM) DB/NL/BC
- (27) Issue 170 copies of A/S and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to DP, MOM and JS) DB/LW
- (28) Before 12.00: Copy of O/S to AJS who will let Speaker's Private Secretary know roughly how long O/S will last. AJS
- (29) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of O/S, A/S, press notices, GAD Report. LW
- Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Chancellor of the Duchy of Lancaster
Officials, etc. (See Annex for list)
- PC to provide extra messenger
- Speaker (via Mr Salveson)
Chief Whip (via Mr Salveson)
1 Set of above + Treasury PN to Mr Murphy (for Northern Ireland Office) Plus any other Ministers or officials to whom the issue of advance copies may be authorised by DP (N.B. This would mean a commensurate increase in the number of copies needed)
- (30) At 12.30 p.m.: 18 copies of O/S, A/S, GAD Report and Press Notices to be issued to RC for allocation to members of IDT NL/BC
(Copies of Brief will be send direct to RC by EB for monitoring teams.)
- (31) At 2.00 p.m.: SECRET envelopes containing O/S, A/S to be given to messengers from:-
- Customs & Excise (6 copies of each) - including 1 to Isle of Man
 - Inland Revenue (6 copies of each)
 - Bank of England (6 copies of each plus 6 copies of press notices)
- (DB to arrange that these messengers come to the Chancellor's messengers' lobby) DB
- (32) 1 set each of O/S, A/S, GAD Report and Press Notices to be given to DP, MOM and JS LW
- (33) 1 set each of O/S and A/S in sealed envelopes addressed to: LW
- Leader of the House of Commons: Mr Biffen
Leader of the House of Lords: Viscount Whitelaw
Leader of the Opposition (Mr Kinnock)
Shadow Chancellor (Mr R Hattersley)

Leader of Alliance (Dr Owen/Mr Steel)
Chancellor's PPS (Mr M Lennox-Boyd)
Sir William Clark (Chairman of Conservative Finance Committee)
Mr Sheldon, Chairman PAC
Mr T Higgins, Chairman TCSC
Mr D Hunt (Treasury Whip)

to be given to DY to take to Mr M Lennox-Boyd's room, House of Commons (to be given out after O/S). Detailed timing cleared with DP. DY/DP

Autumn Statement Day: After Lunch

- (34) Envelope copies of O/S for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord Privy Seal) and Principal Finance Officers to be despatched after the Chancellor has sat down. Chancellor's Office
- (35) JS to arrange for copy to reach Official Reporters. (See Item)
- (36) Once O/S has started: IDT to take copies of O/S etc to Lobby for distribution. RC
- (37) At 2.00 p.m. allow access to Committee Section to representatives of IDT who will pack:
- 200 copies of O/S (supplied by CRU)
 - 200 copies of A/S.
 - 200 copies of other Depts' Press Notices
 - 200 copies of Tsy Press Notices (copies for Treasury Mailing list)
 - 200 copies of GAD Report.
- in envelopes for Press and other callers to collect RP/GJ
- (38) Ensure all officials covering the Official Box have copies of the brief. BC
- (39) During O/S: Note changes from typed version. JS

At end of O/S

- (40) Despatch by hand copies of O/S to other members of Cabinet and PFOs (see Item 34) DB
- (41) Release copies of O/S and envelopes (see item 7) for NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 7 to EF2 Division. Release copies to Ms Goodman for TCSC. MH/JG

(42) Send copies as follows:-

MH

	<u>O/S and Brief</u>	<u>A/S and GAD Report Press Notices</u>
Mr N Wicks British Embassy Washington	1	3
Mr R Butt UKREP Brussels	1	4

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

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

(Copies obtained from LW: See Item 27)

(43) Give 8 copies of O/S to AJS for the Libraries of the House of Commons and the House of Lords, plus 3 copies of A/S, GAD Report + PNs to H/C Library.

AJS

CHANCELLOR'S OFFICE

CHANCELLOR'S OFFICE DISTRIBUTION LIST: 159 (+11 SPARE COPIES)

Prime Minister	Customs & Excise (5 copies)
Chancellor of the Exchequer	Inland Revenue (5 copies)
Chief Secretary	Bank of England (6 copies)
Financial Secretary	IDT Press Office (18 copies)
Economic Secretary	Chancellor's Private Secretaries (3 copies)
Minister of State	NEDO (3 copies)
Sir P Middleton	CBI (3 copies)
Sir T Burns	TUC (3 copies)
Mr Littler	Conservative Research Dept (3 copies)
Mr Bailey	Diplomatic Missions (14 copies)
Mr A Fraser (C&E)	Mr Limon (TCSC)
Sir L Airey (IR)	The Speaker
Mr Unwin	Leader of the House of Commons
Mr Anson	Leader of the Lords
Mr Pratt	Leader of the Opposition
Mr Kemp	Leader of the Alliance
Mr Monck	Shadow Chancellor
Mr Cassell	Chairman Conservative Finance Committee
Mr Battishill	Chairman Treasury Select Committee
Mr Culpin	Chairman PAC
Mr Monger	Parliamentary Private Secretary to Chancellor
Mr Ridley	Hon D Hunt (Treasury Whip)
Mr Lord	British Embassy Washington (3 copies)
Mr Portillo	UKREP Brussels (4 copies)
Mr Scholar	BIS New York
Mr Watson	British Embassy, Paris
Mr P Gray	Principal Finance Officers (24 copies)
Mr M Williams	Other Cabinet Ministers (17 copies)
Mr Evans	
Mr Lankester	
Mr Odling-Smee	
Mr Burgner	
Mr Folger	
Ms Holman	

Brief - own distribution of 76 - 62 pages

<u>OTHER DOCUMENTS</u>	<u>CHANCELLOR'S OFFICE</u>	<u>IDT DISTRIBUTION</u>	<u>LIBRARY</u>	<u>VOTE OFFICE</u>	<u>PRINTED PAPER OFFICE H/LORDS</u>	<u>SALES OFFICE</u>
A.S.	170	420	70	2000	100	200
O/S (13 pages)	170	420				
TREASURY PNs (3)	170	815	2			
OTHER DEPTS PNs (8)	170	50	2			
GAD REPORT	170	50	20			



FROM: MISS J C SIMPSON

DATE: 14 August 1984

cc Mr Peretz
 Miss O'Mara
 Mr Baillie
 Mr Lawrence
 Mrs Henson
 Miss Young
 Mrs Willis
 Miss Taylor
 Mr Gieve
 Mr Pegler
 Mr Board
 Mr Battishill (or)
 Mr Folger
 Mr Pratt
 Mr Murphy (oa)
 Miss Deyes
 Mr Collins
 Mr Chambers
 Mr Pilcher
 Mr Culpin
 Mr Page
 Mr G Johnson
 Mr N J King
 Mr Perfect
 Mr Salveson
 Mr J Graham
 Mrs McGill (CRU)

MS GOODMAN (OR)

AUTUMN STATEMENT: AIDE MEMOIRE

You asked for comments on the draft Autumn Statement Aide Memoire. Those from Margaret O'Mara and myself are as follows (some important, some not):-

- (1) Key individuals. Can we find out who Peter Chambers' successor will be? If so, it will be sensible to put the new name in. Similarly, my name should be replaced wherever it appears by Philip Wynn-Owen's. We suggest that both Margaret O'Mara and Kieran Murphy should appear in the list.
- (2) Item 3. How many letters are needed to establish the arrangements for the release of the Autumn Statement to MPs? We would have assumed simply one to the



Table office. And does Mr Salveson send them out as well as providing drafts, or is that done by somebody else?

(3) Item 4. Central Unit should advise the Chancellor's Office as to which other Private Offices they should approach on the question of press notices. Something should also be included about warning those Private Offices in our approach about any necessary deadlines for production of the press notices.

(4) Item 5. "Similar note" to what? We think this needs clarifying.

(5) Item 7. We assume that OS means "Oral Statement". This should be spelt out the first time it appears. By this stage, we also think that timing instruction should be more precise than "weeks before the announcement". It should be rather done in terms of Statement day minus x. (Incidentally neither OS or AS can make up its mind whether it has an oblique in the middle or not!)

(6) The heading before item 11 should read "Friday before Announcement".

(7) Item 14 should read "Ministers or officials". We suggest adding David Peretz to the list in the right hand column.

(8) Item 22. Delete "in light of PM's comments".

(9) Item 23. Do we really need the Autumn Statement marked up in the same way as the Budget Speech; it is a very much shorter document.

(10) Item 31. We doubt very much if either Customs and Excise or the Inland Revenue need 6 copies of the Autumn Statement; the Isle of Man certainly does not need a copy. We suggest 2 copies of each for the Revenue departments; the Bank probably do need 6.

(11) Item 33. As this is a normal statement to the House, and there is no danger of a "Budget leak", we think courtesy demands that the Shadow Chancellor gets his copy of the statement by about 2.30. He certainly should not have to wait until after the Chancellor has sat down. Does the leader of the Alliance, whichever one we choose, really qualify for special treatment; we rather thought not. We did not see any need



for Donna Young to be involved in taking these packages over; one of the other Private Secretaries (probably Philip Wynn-Owen) could easily cope.

(12) Items 37 and 38. Should precede items 36.

(13) Item 41. Delete Ms Goodman and insert Mr Murphy.

(14) We think the Aide Memoire should be circulated from Central Unit, not the Chancellor's Office.

(15) The distribution list at annex A is in a most peculiar order! It should be tidied up before the final version is circulated.

B.

MISS J C SIMPSON

FROM: M T FOLGER
DATE: 20 August 1984

MR COLLINS

cc Mr Hood
Ms Goodman o.r.
Mr Baillie ← 82/2
B/07

DISTRIBUTION LIST FOR AUTUMN STATEMENT BRIEFING

Final version of Brief

You kindly pulled together a list of all those who received the final version of the Brief on the 1983 Autumn Statement. I have gone through this to update and amend it. The revised version, with various manuscript comments, is attached (top copy only).

2. I would be grateful if over the next couple of weeks you could do the following:

(i) enter the job titles of the various people outside the Treasury who are listed only by their own names.

(ii) consult EOG about forthcoming reorganisation/re-labelling of divisions in the ESG and DEU areas, and update job titles as necessary.

(iii) consult Mr Baillie about the number of copies he (or, rather, Mrs Henson) will need to send to overseas posts. (I think this is 5, being one each for Washington, UKREP, Brussels, UKDEL OECD, BIS NY, Paris Embassy)

(iv) get the revised list typed on Miss Smith's word-processor in the following format:

copy number(s)	job title (and number of copies where more than one)	official address	name of present incumbent
----------------	--	------------------	---------------------------

3. Could I please see this on my return to the office on Monday 17 September. The first 3 columns of the approved distribution list will then go down to Committee Section, so that they can prepare 2 sets of sticky labels for us. (You might consult them first about the maximum length of title/address that can be accommodated on their biggest labels. Would you then please enter suitably abbreviated titles/addressees in the table suggested at 2(iv).)

4. For completeness, could you please check with CRU that they will have adequate stocks of 4-hole punched paper for reproducing the final version (only) of the Brief.

Draft versions of Brief

5. These will be distributed to a much shorter list, to be decided nearer the time.


M T FOLGER

Citation list for Autumn Statement BriefDistribution:

1-3	Chancellor	(3 copies)
4-5	Chief Secretary	(2 copies)
6-7	Financial Secretary	(2 copies)
8-9	Minister of State	(2 copies)
10-11	Economic Secretary	(2 copies)
12	Chancellor of Duchy of Lancaster	
13	Mr Middleton	Permanent Secretary
14	Mr A Bailey	Second Permanent Secretary, Public Services
15	Sir T Burns	Chief Economic Adviser
16	Mr Littler	Second Permanent Secretary, Overseas Finance
17	Mr Monck	Deputy Secretary, Industry
18	Mr Byatt	Deputy Chief Economic Adviser
19	Mr Cassell	Deputy Secretary, Public Finance
20	Mr Kemp	Deputy Secretary, Pay
21	Mr Unwin	Deputy Secretary, Overseas Finance
22	Mr A Wilson	Accountancy Adviser
23	Mr Anson	Deputy Secretary, General Expenditure
24	Mr Battishill	Under Secretary, CU
25	Miss M P Brown	Under Secretary, ESG
26	Mr Burgner	Under Secretary, PE
27	Mr H P Evans	Under Secretary, EA
28	Mr Fitchew	Under Secretary, EC
29	Miss Kelly	Under Secretary, HE
30	Mr Kitcatt	Under Secretary, DM
31	Mr Lankester	Under Secretary, FEU
32	Mr Lavelle	Under Secretary, EF
33	Mr Monck	Under Secretary, HF
34	Mr Monger	Under Secretary, FP
35	Mr Mountfield	Under Secretary AEF
36	Mr Odling-Smee	Under Secretary MP
37		Under Secretary, LG
38	Mr Scholar	Under Secretary, GEP
39	Mr G Watson	Under Secretary, ST
40	Mr R I G Allen	Assistant Secretary FP1
41	Mr Bottrill	Senior Economic Adviser EF2
42	Mr R Culpin	Head of IDT

43	Mr P Gray	Assistant Secretary, GEP1
44	Mr C W Kelly	Assistant Secretary, GEP2
45	Mr N J King	Assistant Secretary, GEP4
46	Mrs Lomax	Senior Economic Adviser, HF3
47	Miss Peirson	Assistant Secretary PSF
48	Mr C Riley	Senior Economic Adviser, MP1
49	Mr S Robson	Assistant Secretary, PE1
50	Mr Shields	Senior Economic Adviser, EA1
51	Miss Seammen	Assistant Secretary, ST1
52	Mr G P Smith	Senior Economic Adviser DEU2
53	Mr Stibbard	Chief Statistician, GEP3
54-65	Mr Monaghan	(12 copies) Deputy Head of IDT
66	Mr MacDonald	Principal GEP1
67	Mr Makeham	Economic Adviser CU
68	Mr Norgrove	Principal CU
69	Mr A Smith	Economic Adviser EB
70	Miss Deyes	Senior Information Officer EB
71		HEO(D) CU
72	Mr MacKinnon	Economic Assistant EB
73	Mr Lord	Special Adviser
74	Mr Portillo	Special Adviser
75	Mr Ridley	Special Adviser
76	PS/Governor Bank of England	
77	Private Secretary (Economic Affairs) 10 Downing Street	
78	PS/Lord President	
80	PS/Lord Privy Seal	
81	PS/Secretary of State for Home Affairs	
82	PS/Foreign Secretary	
83	PS/Secretary of State for Education	
84	PS/Secretary of State for Northern Ireland	
85	PS/Secretary of State for Defence	
86	PS/Minister for Agriculture	
87	PS/Secretary of State for the Environment	
88	PS/Secretary of State for Scotland	
89	PS/Secretary of State for Wales	
90	PS/Secretary of State for Trade & Industry	
91	PS/Secretary of State for Transport	
92	PS/Secretary of State for the Social Services	
93	PS/Secretary of State for Energy	
94	PS/Secretary of State for Employment	
95	PS/Minister of State, Privy Council Office	

96 [Mr Wilmott] Customs and Excise
97 [Mr P Lewis] Inland Revenue
98 [Mrs Broker] Welsh Office
99 [Mr Moncur] Scottish Office, Edinburgh
100 Head of ERD FCO (Mr Tait)
101- Executive Officer, Chancellor of Exchequer's Registry (n copies for overseas
(101+n-1) posts).



FROM PARLIAMENTARY CLERK
DATE 20 AUGUST 1984

MISS GOODMAN

cc Principal Private Secretary
PS/Chief Secretary
Mr Chambers
Mr Pilcher
Mr Culpin
Mrs Willis
Miss Taylor
Mrs McGill

AUTUMN STATEMENT: AIDE MEMOIRE

I have just a few points on your first draft of the Aide Memoire.

2. In serial (5), you make provision for other Departments' Press Notices for the Vote Office and Printed Paper Office, but not for similar distribution of Treasury Press Notices. The number for the Vote Office should be 1000, not 2000.
3. In serial (18), CRU has become CRO - a fiddling point, but if corrections are going to be made it might as well be got right.
4. In Annexe B, 1000 copies of Press Notices for the Vote Office and 100 for the Printed Paper Office need to be added. Is it your intention that, as for the Budget, other Departments' Press Notices should be delivered to the Vote and Printed Paper Offices by the Treasury in order to guarantee synchronisation of delivery and release
5. The addition of a further 1,100 copies to the printing run of Treasury Press Notices may influence those concerned in the decision to print in the Chancellor's Office rather than in CRU. Wherever it is finally done, it would be a considerable help to all those involved in handling and distribution of them if they could be rolled in collated sets rather than in three or however many separate runs. This is something I have been seeking to achieve in the rolling of Treasury Press Notices for the Budget - without success so far. If achieved it would offer considerable scope for reduction in overtime for manual collation prior to delivery to the House.

A J SALVESON

PC b/f on 1 November
PWS

FROM: G S JOHNSON
DATE: 24 August 1984

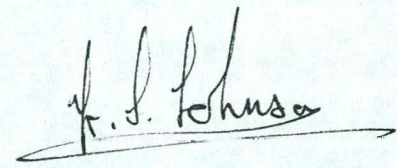
- 1. MR PAGE
- 2. MS GOODMAN

- cc Mr Peretz
- Miss O'Mara
- Miss Simpson -
- Mr Baillie
- Mr Lawrence
- Mrs Henson
- Miss Young
- Mrs Willis
- Miss Taylor
- Mr Gieve
- Mr Board
- Mr Battishill
- Mr Folger
- Mr Pratt
- Mr Murphy (O/A)
- Mr Chambers
- Mr Porteous (O/A)
- Mr Pilcher
- Mr Culpin
- Mr N J King
- Mr Perfect
- Mr Salveson
- Mr J Graham
- Mrs Bugden
- Mrs McGill
- IDCS

AUTUMN STATEMENT 1984

Your minute of 10 August asked for comments on the preliminary Autumn Statement Aide Memoire. Please find attached IDT's contribution in the form of a cut and paste job rather than a minute specifying comments.

We have no comments on Miss Simpon's or Mr Perfect's minutes as you will decide how to incorporate these comments into your final draft.



G S JOHNSON

IDT'S REQUIREMENTS FOR A/S DOCUMENTS

	Autumn Statement	Oral Statement	HMT PN'S	OD PN'S	GAD Report
Press Gallery	100	100	100	-	100
Lobby	30	30	30	-	30
Press	200	200	200	200	200
Non-Press	-	-	50	-	-
Departmental Press Offices	40	40	40	-	40
Specialist Briefing	40	40	40	40	40
Treasury Mailing List	-	-	275	-	-
IDT	20	20	20	20	20
FFJG	20	20	20	-	-
Spares	15	50	50	20	15
TOTAL	465	500	825	280	445

24 August 1984

KEY TO DRAFT AIDE MEMOIRE

(a) INDIVIDUALS

DB	David Baillie	CH/EX's Office
BC	Barry Collins	EB
PC	Peter Chambers	EOG
RC	Robert Culpin	IDT
MH	Meena Henson	CH/EX's Office
GJ	Graham Johnson	IDT
NL	Nigel Lawrence	CH/EX's Office
DP	David Peretz	CH/EX's Office
RP	Ron Pilcher	EOG
AJS	John Salveson	Parliamentary
JS	Judith Simpson	CH/EX's Office
LW	Lesley Willis	CH/EX's Office
DY	Donna Young	CH/EX's Office

(b) Divisions etc

CRU	Central Reproductive Unit
CU	Central Unit
GE	General Expenditure
IDCS-IDCS	Information Division Clerical Section
CS	Committee Section

1984 AUTUMN STATEMENT: AIDE MEMOIRE

PRELIMINARY

Preparation in weeks before the Announcement

- (1) Confirm announcement day. DB
- (2) IDT to issue operational notes to the press and media announcing publication day of A/S JP/GS
- (3) ~~41~~ Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available 2 days before A/S. DB/RP
- (4) ~~42~~ ^{coordinated} Submit/publicity arrangements to Chancellor RC
- (5) Make arrangements for providing Press Gallery, P.A. Newsroom and Reuters with Statement page by page. DB/SP
- (6) ~~43~~ Send off letters establishing arrangements for release of A/S to MPs at end of speech. (Drafts provided by AJS.) AJS
- (7) ~~44~~ CU in consultation with GE^{and IDT} circulate note commissioning press notices from Treasury. JS writes to Private Offices in other Departments asking whether they intend to issue any press notices on A/S Day. (EB to get advance copies of PNs) Confirm all numbers with RP. CU/JS/RC
GE/RP
- (8) CU inform IDT ^{of} ~~the~~ the number of ^{non-Treasury} ~~Other~~ Government Departments press notices to be issued on A.S. Day CU
- (9) ~~45~~ Two weeks before A/S Day/ CU send similar note to Treasury Divisions. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:

Treasury PNs

995 825
985 (IDT-815, C/EX Off-170)

Other Government Departments PNs

170 Chancellors Office
 280 IDT
 2000 Vote Office
 100 Printed Paper Office etc
2550 Total

GAD Report

170	Chancellors Office
445	IDT
2000	Vote Office
100	Printed Paper Office etc
<u>2715</u>	<u>Total</u>

Inform IDT as to the number of HMT PNs

cu

- (10) ~~(6)~~ Prepare addressed envelopes or labels for those listed below under Items LW
- (11) ~~(7)~~ Make arrangements for those entitled to collect copies of OS, AS, GAD Report, & PNs from Enquiry Room after the Chancellor has sat down, viz:- MH
- (a) NEDO (211 3000))Each to have 3 copies of OS, AS,
CBI (379 7400))GAD Report and
TUC (636 4030))any Press Notices
Conservative Research
Dept (222 9000)
- (b) MH to arrange with EF2 Division (J.G.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (14 sets in all)
- (c) MH to arrange with Mr Murphy for collection of 1 copy of OS, AS, GAD Report and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee
- (12) ~~(8)~~ Arrange with Treasury Divisions for correct number of copies of any Treasury Press Notices to be delivered to DB and RP in CRU as appropriate (see Annex) by 4pm day before announcement. Also arrange with Central Unit for correct number of copies of AS to be delivered by 10.00am on AS Day. DB/RP

Thursday before Announcement

- (13) ~~(9)~~ EB to submit draft of brief to Ministers (2 copies for Chancellor's Office, 1 copy for other Ministers.) EB
- (14) ~~(10)~~ Final official draft of OS to Ch. CU

Friday Announcement

- (15) ~~(11)~~ CU/GE submit PNs to Ch. CU/GE
- (16) ~~(12)~~ Send copy of latest draft of OS to PM if Chancellor wishes. DP
- (17) ~~(13)~~ EB to receive Chancellor's comments on draft of Brief. BC/JS
- (18) ~~(14)~~ Check with DP whether any other Ministers or Officials are to receive advance copies of documents other than those at Annex (eg ?Governor) DB
- (19) ~~(15)~~ Check despatch arrangements of overseas copies of speech etc. with the FCO. (See item ~~41~~ 48) DB

Saturday before Announcement

- (20) ~~167~~ Central Unit receive book proofs of AS. CU
- (21) ~~177~~ Early PM: AS proofs back to printer CU

Monday before Announcement

- (22) ~~181~~ By noon CRO to receive copies of brief for copying EB/CRO
- (23) ~~197~~ GE/CU/^{IDT} to receive Chancellor's comments on Treasury PNs by early a.m. rc/GE/CU/DP
- (24) ~~207~~ GE/CU send Treasury PNs to DB by 4pm for copying. GE/CU/DB
- (25) ~~217~~ Treasury Divisions agree other departments PNs Divisions
- (26) ~~227~~ Finalise OS in light of PM's comments. DP
- (27) CU Inform IDT of likely length of statement ~~SP~~ CU
- (28) Chancellor to confirm which Radio/TV interviews he will ~~do~~ undertake. to other Treasury Ministers OP/RC

Day before Announcement

- (29) Confirm length of Statement with IDT to guide radio/TV AUTUMN STATEMENT OP/RC

ANNOUNCEMENT DAY:

- (30) Committee Section to collate 200 copies of all press notices in readiness for IDCs to prepare packages. (see item 43) CS
- (31) ~~237~~ By 10am the master copy of the Oral Statement to be delivered to CRU for 500 copies to be rolled off for distribution to the Press by IDT (see Items 25 and 36). RP/DB
- (32) ~~247~~ By 10am GAD Report and other departments press notices delivered to Chancellor's Office
- (33) ~~267~~ Check arrival in Chancellor's Office of copies of A/S from CU and 8 Briefs (From EB - first 3 to DP, JS and MOM) DB/NL/BC
- (34) ~~277~~ Issue 170 copies of A/S and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to DP, MOM and JS) DB/LW
- (35) ~~287~~ Before 12.00: Copy of O/S to AJS who will let Speaker's Private Secretary know roughly how long O/S will last. AJS

(3) ~~(29)~~

By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of O/S, A/S, press notices, GAD Report.

LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Chancellor of the Duchy of Lancaster
Officials, etc. (See Annex for list)

PC to provide extra messenger

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

(37) ~~(30)~~ At 12.30 p.m.: ¹²~~18~~ copies of O/S, A/S, GAD Report and Press Notices to be issued to RC for allocation to members of IDT NL/BC
(12 copies of Brief will be ^{sent}~~send~~ direct to RC by EB for ^{members of IDT}~~monitoring teams.~~)

(38) ~~(31)~~ At 2.00 p.m.: SECRET envelopes containing O/S, A/S to be given to messengers from:-

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

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

DB

(39) ~~(32)~~ 1 set each of O/S, A/S, GAD Report and Press Notices to be given to DP, MOM and JS LW

(40) ~~(33)~~ 1 set each of O/S and A/S in sealed envelopes addressed to: LW

Leader of the House of Commons: Mr Biffen
Leader of the House of Lords: Viscount Whitelaw
Leader of the Opposition (Mr Kinnock)
Shadow Chancellor (Mr R Hattersley)

Leader of Alliance (Dr Owen/Mr Steel)
Chancellor's PPS (Mr M Lennox-Boyd)
Sir William Clark (Chairman of Conservative Finance Committee)
Mr Sheldon, Chairman PAC
Mr T Higgins, Chairman TCSC
Mr D Hunt (Treasury Whip)

to be given to DY to take to Mr M Lennox-Boyd's room, House of Commons (to be given out after O/S). Detailed timing cleared with DP.

DY/DP

Autumn Statement Day: After Lunch

(41) ~~(34)~~ Envelope copies of O/S for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord Privy Seal) and Principal Finance Officers to be despatched after the Chancellor has sat down.

Chancellor's Office

(42) ~~357~~ JS to arrange for copy to reach Official Reporters. (See Item)

(43) ~~377~~ ^{AS early as possible}
~~At 2.00 p.m.~~ allow access to Committee Section to representatives of IDT who will pack:

- 200 copies of O/S (supplied by CRU)
- 200 copies of A/S.
- 200 copies of other Depts' Press Notices
- 200 copies of Tsy Press Notices (275 copies for Treasury Mailing list)

- 200 copies of GAD Report.

in envelopes for Press ~~and other callers~~ to collect

RP/GJ GJ

- 130 copies of O/S
- 130 copies of A/S
- 130 Copies of other Depts' Press Notices
- 130 Copies of HMT Press Notices
- 130 copies of GAD Report

in envelopes for the Press Gallery and lobby.

GJ

- 40 copies of O/S
- 40 copies of A/S
- 40 Copies of HMT Press Notices
- 40 copies of GAD Report

in envelopes for Departmental Press offices.

GJ

- 20 copies of O/S
- 20 copies of A/S
- 20 Copies of HMT Press Notices

in envelopes for FFSG.

RP/GJ

(44) ~~367~~ Once O/S has started: IDT to take copies of O/S etc to Lobby for distribution. And implement page by page release to PA/Reuters.

RC GJ

(45) ~~387~~ Ensure all officials covering the Official Box have copies of the brief.

BC

(46) ~~397~~ During O/S: Note changes from typed version.

JS

At end of O/S

(47) ~~407~~ Despatch by hand copies of O/S to other members of Cabinet and PFOs (see Item 34)

DB

(48) ~~417~~ Release copies of O/S and envelopes (see item 7) for NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 7 to EF2 Division. Release copies to Ms Goodman for TCSC.

MH/JG

(4) Release packages of A/S documents to Press callers at the main door.

GJ

(50) Release packages of A/S documents to Departmental Press offices

GJ

(51) ~~427~~ Send copies as follows:-

MH

	<u>O/S and Brief</u>	<u>A/S and GAD Report Press Notices</u>
Mr N Wicks British Embassy Washington	1	3
Mr R Butt UKREP Brussels	1	4

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

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

(Copies obtained from LW: See Item 27)

(52) ~~437~~ Give 8 copies of O/S to AJS for the Libraries of the House of Commons and the House of Lords, plus 3 copies of A/S, GAD Report + PNs to H/C Library.

AJS

CHANCELLOR'S OFFICE

CHANCELLOR'S OFFICE DISTRIBUTION LIST: 159 (+11 SPARE COPIES)

Prime Minister	Customs & Excise (5 copies)
Chancellor of the Exchequer	Inland Revenue (5 copies)
Chief Secretary	Bank of England (6 copies)
Financial Secretary	IDT Press Office (18 copies)
Economic Secretary	Chancellor's Private Secretaries (3 copies)
Minister of State	NEDO (3 copies)
Sir P Middleton	CBI (3 copies)
Sir T Burns	TUC (3 copies)
Mr Littler	Conservative Research Dept (3 copies)
Mr Bailey	Diplomatic Missions (14 copies)
Mr A Fraser (C&E)	Mr Limon (TCSC)
Sir L Airey (IR)	The Speaker
Mr Unwin	Leader of the House of Commons
Mr Anson	Leader of the Lords
Mr Pratt	Leader of the Opposition
Mr Kemp	Leader of the Alliance
Mr Monck	Shadow Chancellor
Mr Cassell	Chairman Conservative Finance Committee
Mr Battishill	Chairman Treasury Select Committee
Mr Culpin	Chairman PAC
Mr Monger	Parliamentary Private Secretary to Chancellor
Mr Ridley	Hon D Hunt (Treasury Whip)
Mr Lord	British Embassy Washington (3 copies)
Mr Portillo	UKREP Brussels (4 copies)
Mr Scholar	BIS New York
Mr Watson	British Embassy, Paris
Mr P Gray	Principal Finance Officers (24 copies)
Mr M Williams	Other Cabinet Ministers (17 copies)
Mr Evans	
Mr Lankester	
Mr Odling-Smee	
Mr Burgner	
Mr Folger	
Ms Holman	

Brief - own distribution of 76 - 62 pages

<u>OTHER DOCUMENTS</u>	<u>CHANCELLOR'S OFFICE</u>	<u>IDT DISTRIBUTION</u>	<u>LIBRARY</u>	<u>VOTE OFFICE</u>	<u>PRINTED PAPER OFFICE H/LORDS</u>	<u>SALES OFFICE</u>
A.S.	170	420 465	70	2000	100	200
O/S (13 pages)	170	420 500				
TREASURY PNs (3)	170	815 825	2			
OTHER DEPTS PNs (8)	170	50 280	2			
GAD REPORT	170	50 445	20			



FROM: DAVID M BAILLIE
DATE: 28 AUGUST 1984

MR COLLINS

DISTRIBUTION LIST FOR AUTUMN STATEMENT BRIEFING

Mr Folger copied me his minute of 20 August to you.

2. The answer to Mr Folger's question in paragraph 2(iii) should be 4 copies:-

- (i) Mr N Wicks, British Embassy, Washington
- (ii) Mr R Butt, UKRep, Brussels
- (iii) The Director, British Information Services, New York
- (iv) Mr M Weston, British Embassy, Paris

3. We do not send the UKDel at OECD a copy of the Brief at Budget time, and do not propose to do so at the time of the Autumn Statement.

David M. Baillie

DAVID BAILLIE

briefing need to go through? Is it realistic to
might I be copying on Monday? (Action EB)
distribution list for 1984. Would it add BOG
pages of documents required?
copies, 62 pages

CONFIDENTIAL

FROM: B J PORTEOUS
DATE: 31 August 1984

MS GOODMAN

cc Mr Peretz
Miss O'Mara
Mr Baillie
Mr Lawrence
Mrs Henson
Miss Young
Mrs Willis
Miss Taylor
Mr Gieve
Mr Pegler
Mr Board
Mr Battishill
Mr Folger
Mr Pratt
Miss Deyes
Mr Collins
Mr Pilcher
Mr Culpin
Mr Page
Mr G Johnson
Mr N J King
Mr Perfect
Mr Salveson
Mr J Graham
Mrs McGill

AUTUMN STATEMENT: AIDE MEMOIRE

As you^{now} know I am Mr Chambers' successor; I was grateful for the meeting on 30 August which I found very informative; I am sorry for being late for your deadline for comments on the draft enclosed with your minute of 10 August.

We have noted the need for machines; paper and mechanics (your serial 1).

The Word Processing Unit and CRU are standing by for weekend and late evening (or night) working as necessary.

CRU will copy the brief (your serial 18); 100 copies of 65 pages would take about 1 hour.

CRU and not Chancellor's Office will copy Treasury Press Notice(s) (your serial 20); we make it 2095 copies from the comments.

CONFIDENTIAL

CONFIDENTIAL

CRU will make 500 copies of Oral Statement and Chancellor's Office 120 (your serial 23); we appreciate your problems about promising delivery by a certain time and you noted that on the basis of about 113 pages it is about 2½ to 3 hours work.

David Baillie will check that the GAD report and OGD's Press Notices have arrived and in sufficient quantities (your serial 24) and will get the required numbers to the Committee Section for your serial 37.

We have noted the additional messenger requirements at serial Nos. 27, 29 and 40.

We have noted John Salveson's plea for rolling in collated sets, but this seems out of the question as long as the material is delivered piece-meal and as long as the Oral Statement has to be copied at the last minute.

It was remembered that on a previous occasion the Parliamentary Clerk did not have 6 copies for laying and we should be glad to know from John Salveson if these are catered for in the numbers.



B J PORTEOUS

CONFIDENTIAL

From: HC GOODMAN.

Date: 3 September 1984.

Mr Pratt.

cc Mr Battisill
Mr Murphy - oa
Mr Baillie.

Autumn Statement: Aide memoire

With Mr Baillie's help I have revised the Aide memoire in the light of the many written comments received. It is attached. Mr Battisill suggests circulating it nearer the time.

HCCGOODMAN.

KEY TO DRAFT AIDE MEMOIRE

(a) INDIVIDUALS

DB	David Baillie	CH/EX's Office
BC	Barry Collins	EB
<i>BP</i> PC	Peter Chambers <i>Brian Porteous</i>	EOG
RC	Robert Culpin	IDT
MH	Meena Henson	CH/EX's Office
GJ	Graham Johnson	IDT
NL	Nigel Lawrence	CH/EX's Office
DP	David Peretz	CH/EX's Office
RP	Ron Pilcher	EOG
AJS	John Salvesson	Parliamentary
<i>PWO</i> JS	Judith Simpson <i>Philip Wynn-Owen</i>	CH/EX's Office
LW	Lesley Willis	CH/EX's Office
DY	Donna Young	CH/EX's Office
<i>MOH</i>	<i>Margaret O'Hara</i>	
<i>KM</i>	<i>Keiran Murphy</i>	<i>CU</i>

(b) Divisions etc

CRU	Central Reproductive Unit
CU	Central Unit
GE	General Expenditure
IDCS IDCS	Information Division Clerical Section
CS	Committee Section

1984 AUTUMN STATEMENT: AIDE MEMOIRE

PRELIMINARY

Preparation in weeks before the Announcement

- (1) Confirm announcement day. DB
- (2) IDT to issue operational notes to the press and media announcing publication day of A/S (*Autumn Statement*) SP/GS
- (3) †1 Arrange for sufficient 1075 machines, stocks of paper and a mechanic on call to be available 2 days before A/S. DB/RP
- (4) †2 Submit ^{coordinated} publicity arrangements to Chancellor RC
- (5) Make arrangements for providing Press Gallery, P.A. Newsroom and Reuters with Statement page by page. DB/SP
- (6) †3 Send off letters establishing arrangements for release of A/S to MPs at end of speech. (Drafts provided by AJS.) AJS
(one on forecast, one on public expenditure and IDT)
- (7) †4 CU in consultation with GE, circulate note commissioning press notices from Treasury. JS writes to Private Offices in other Departments asking whether they intend to issue any press notices on A/S Day. (EB to get advance copies of PNs) Confirm all numbers with RP. PWO
CU/JS/RC
GE/RP
CU to advise PWO on which departments to write to about press notices
- (8) ~~CU inform IDT ^{of} the number of ~~Other~~ ^{non-Treasury} Government Departments press notices to be issued on A/S Day~~ ~~inserted~~
CU

(9) †5 ~~Two weeks before A/S Day, CU send similar note to Treasury Divisions. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:~~

Treasury PNs
~~995~~ ⁸²⁵
 985 (IDT-815, C/EX Off-170)
 2095 (IDT 825, C/EX Off-170), Vote Office - 1000, Printed Paper Office (100)

Other Government Departments PNs

170 Chancellors Office
 280 IDT
 1000 Vote Office
 100 Printed Paper Office etc
1550 Total

GAD Report

170	Chancellors Office
445	IDT
2000	Vote Office
100	Printed Paper Office etc
<u>2715</u>	<u>Total</u>

and other Government Department

* (8)

Inform IDT as to the number of HMT PNs cu

(10) (9) (6)

Prepare addressed envelopes or labels for those listed below under Items LW

(11) 10 (7)

Make arrangements for those entitled to collect copies of OS, AS, GAD Report, & PNs from Enquiry Room after the Chancellor has sat down, viz:- MH

(Oral Statement)

- (a) NEDO (211 3000)) Each to have 3 copies of OS, AS,
- CBI (379 7400)) GAD Report and
- TUC (636 4030)) any Press Notices
- Conservative Research
- Dept (222 9000)

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

(c) MH to arrange with Mr Murphy for collection of 1 copy of OS, AS, GAD Report and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee

(11) (12) (8)

Arrange with Treasury Divisions for correct number of copies of any Treasury Press Notices to be delivered to DB and RP in CRU as appropriate (see Annex) by 4pm day before announcement. Also arrange with Central Unit for correct number of copies of AS to be delivered by 10.00am on AS Day.

DB/RP
ETS.

(12)

Draft briefs submitted to Ministers (2 copies for Chancellor's Office, 1 copy for other Ministers) for their comments.

Thursday before Announcement

(13) (9)

~~EB to submit draft of brief to Ministers (2 copies for Chancellor's Office, 1 copy for other Ministers.)~~ EB

13 (14)

(10) Final official draft of OS to Ch. CU

Friday Announcement

14 (15)

(11) CU/GE submit PNs to Ch. CU/GE

15 (16)

(12) Send copy of latest draft of OS to PM if Chancellor wishes. DP

(17)

~~(13) EB to receive Chancellor's comments on draft of Brief. BC/JS~~

16 (18)

(14) Check with DP whether any other Ministers or Officials are to receive advance copies of documents other than those at Annex (eg ?Governor) DB

17 (19)

(15) Check despatch arrangements of overseas copies of speech etc. with the FCO. (See item 41/48) DB

Saturday before Announcement

(20) 18 (16T) Central Unit receive book proofs of AS. CU

(21) 19 (17T) Early PM: AS proofs back to printer CU

(20) Monday before Announcement
Briefing edited in light of Ministerial decisions + cabinet comments EB/GE

(22) 21 (18T) *Chancellor comments on revised briefing and by early afternoon*
 By noon CRO to receive copies of brief for copying (100 copies of 65 pages) EB/CRO/UCU

(23) 22 (19T) GE/UCU/^{IDT} to receive Chancellor's comments on Treasury PNs by early a.m. RC/GE/UCU/DP

(24) 23 (20T) GE/UCU send Treasury PNs to ^{CRU} DB by 4pm for copying. GE/UCU/^{CRU}DB

(25) 24 (21T) Treasury Divisions agree other departments PNs Divisions

(26) 25 (22T) Finalise OS ~~in light of PM's comments...~~ DP

(27) 26 CU Inform IDT of likely length of statement ~~DP~~ CU

(28) 27 Chancellor to confirm which Radio/TV interviews he will ~~do~~ undertake. to other Treasury Ministers OP/RC

Day before Announcement

(29) 28 Confirm length of statement with IDT to guide radio/TV DP/RC
 AUTUMN STATEMENT

ANNOUNCEMENT DAY:

(30) 29 Committee Section to collate 200 copies of all press notices in readiness for IDCs to prepare packages. (see item 43) CS

(31) 30 (23T) By 10am the master copy of the Oral Statement to be delivered to CRU for 500 copies to be rolled off for distribution to the Press by IDT (see Items 25 and 36). *[CRU need 3 hours for this job]* RP/DB

(32) 31 (24T) By 10am GAD Report and other departments press notices delivered to Chancellor's Office *who check numbers and deliver to CRU* DB

(33) 32 (26T) Check arrival in Chancellor's Office of ¹⁷⁰⁰ copies of A/S from CU and 8 Briefs (From EB - first 3 to DP, JS and MOM) DB/NL/BC

(34) 33 (27T) Issue 170 copies of A/S and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to DP, MOM and JS) DB/LW

(35) 34 (28T) ³⁴ Before 12.00: Copy of O/S to AJS who will let Speaker's Private Secretary know roughly how long O/S will last. AJS

and the Chancellor's office will make 120.

By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of O/S, A/S, press notices, GAD Report.

LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Chancellor of the Duchy of Lancaster
Officials, etc. (See Annex for list)

PC to
provide extra
messenger

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

(37) (30) 36
At 12.30 p.m.: ¹²~~18~~ copies of O/S, A/S, GAD Report and Press Notices to be issued to RC for allocation to members of IDT NL/BC
(12 copies of Brief will be ^{sent} direct to RC by EB for ~~members of IDT monitoring teams.~~)

(38) 37 (31)
At 2.00 p.m.: SECRET envelopes containing O/S, A/S to be given to messengers from:-

- Customs & Excise (6 copies of each) ~~including 1 to Isle of Man~~
- Inland Revenue ² (6 copies of each)
- Bank of England ² (6 copies of each plus 6 copies of press notices)

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

DB

(39) 38 (32)
1 set each of O/S, A/S, GAD Report and Press Notices to be given to DP, MOM and JS ^{PWO}

LW

(40) 39 (33)
1 set each of O/S and A/S in sealed envelopes addressed to:

LW

Leader of the House of Commons: Mr Biffen
Leader of the House of Lords: Viscount Whitelaw
Leader of the Opposition (Mr Kinnock)
Shadow Chancellor (Mr R Hattersley)

Leader of Alliance (Dr Owen/Mr Steel)
Chancellor's PPS (Mr M Lennox-Boyd)
Sir William Clark (Chairman of Conservative Finance Committee)
Mr Sheldon, Chairman PAC
Mr T Higgins, Chairman TCSC
Mr D Hunt (Treasury Whip)

to be given to DY to take to Mr M Lennox-Boyd's room, House of Commons (to be given out after O/S). Detailed timing cleared with DP.

DY/DP

Autumn Statement Day: After Lunch

(41) 40 (34)
Envelope copies of O/S for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord Privy Seal) and Principal Finance Officers to be despatched after the Chancellor has sat down.

Chancellor's
Office

(42) ~~35~~ 41 JS to arrange for copy to reach Official Reporters. (See Item)

(43) ~~37~~ ^{AS early as possible} ~~At 2.00 p.m.~~ allow access to Committee Section to representatives of IDT who will pack:

42

- 200 copies of O/S (supplied by CRU)
- 200 copies of A/S.
- 200 copies of other Depts' Press Notices
- 200 copies of Tsy Press Notices (275 copies for Treasury Mailing list)
- 200 copies of GAD Report.

in envelopes for Press ~~and other callers~~ to collect

RP/GJ 9J

- 130 copies of O/S
- 130 copies of A/S
- 130 Copies of other Depts' Press Notices
- 130 Copies of HMT Press Notices
- 130 copies of GAD Report

in envelopes for the Press Gallery and Lobby.

9J

- 40 copies of O/S
- 40 Copies of A/S
- 40 Copies of HMT Press Notices
- 40 copies of GAD Report

in envelopes for Departmental Area offices.

9J

- 20 Copies of O/S
- 20 Copies of A/S
- 20 Copies of HMT Press Notices

in envelopes for FFSE.

RP/GS

(44) ~~36~~ ⁴³ Once O/S has started: IDT to take copies of O/S etc to Lobby for distribution. And implement page by page release to PA/Reuters.

RC/GJ

(45) ~~38~~ Ensure all officials covering the Official Box have copies of the brief.

BC]

(46) ~~39~~ During O/S: Note changes from typed version.

JS PWO

At end of O/S

(47) ~~40~~ Despatch by hand copies of O/S to other members of Cabinet and PFOs (see Item 34)

DB

(48) ~~41~~ Release copies of O/S and envelopes (see item 7) for NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 7 to EF2 Division. Release copies to Ms Goodman for TCSC.

MH/JG

Mr Murphy

~~48~~ 48 Release packages of A/S documents to Press callers at the main door.

GJ

~~50~~ 49 Release packages of A/S documents to Departmental Press offices

GJ

~~51~~ 47 Send copies as follows:-

MH

50

	<u>O/S and Brief</u>	<u>A/S and GAD Report Press Notices</u>
Mr N Wicks British Embassy Washington	1	3
Mr R Butt UKREP Brussels	1	4

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

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

(Copies obtained from LW: See Item 27)

~~52~~ 43 Give 8 copies of O/S to AJS for the Libraries of the House of Commons and the House of Lords, plus 3 copies of A/S, GAD Report + PNs to H/C Library.

51

AJS

CHANCELLOR'S OFFICE

CHANCELLOR'S OFFICE DISTRIBUTION LIST: 155+15 (159-+11 SPARE COPIES)

Prime Minister	Customs & Excise (5 ² copies)
Chancellor of the Exchequer	Inland Revenue (5 ² copies)
Chief Secretary	Bank of England (6 copies)
Financial Secretary	IDT Press Office (18 copies)
Economic Secretary	Chancellor's Private Secretaries (3 copies)
Minister of State	NEDO (3 copies)
Sir P Middleton	CBI (3 copies)
Sir T Burns	TUC (3 copies)
Mr Littler	Conservative Research Dept (3 copies)
Mr Bailey	Diplomatic Missions (14 copies)
<u>23</u> Mr A Fraser (C&E)	Mr Limon (TCSC)
<u>24</u> Sir L Airey (IR)	The Speaker
<u>5</u> Mr Unwin	Leader of the House of Commons
<u>1</u> Mr Anson	Leader of the Lords
<u>18</u> Mr Pratt	Leader of the Opposition
<u>3</u> Mr Kemp	Leader of the Alliance
<u>4</u> Mr Monck	Shadow Chancellor
<u>2</u> Mr Cassell	Chairman Conservative Finance Committee
<u>6</u> Mr Battishill	Chairman Treasury Select Committee
<u>14</u> Mr Culpin	Chairman PAC
<u>10</u> Mr Monger	Parliamentary Private Secretary to Chancellor
<u>20</u> Mr Ridley	Hon D Hunt (Treasury Whip)
<u>21</u> Mr Lord	British Embassy Washington (3 copies)
<u>22</u> Mr Portillo	UKREP Brussels (4 copies)
<u>12</u> Mr Scholar	BIS New York
<u>13</u> Mr Watson	British Embassy, Paris
<u>16</u> Mr P Gray	Principal Finance Officers (24 copies)
<u>17</u> Mr M Williams	Other Cabinet Ministers (17 copies)
<u>8</u> Mr Evans	
<u>9</u> Mr Lankester	
<u>11</u> Mr Odling-Smee	
<u>7</u> Mr Burgner	
<u>15</u> Mr Folger (3 copies)	
<u>19</u> Ms Holman	

Brief - own distribution of 76 - 62 pages

<u>OTHER DOCUMENTS</u>	<u>CHANCELLOR'S OFFICE</u>	<u>IDT DISTRIBUTION</u>	<u>LIBRARY</u>	<u>VOTE OFFICE</u>	<u>PRINTED PAPER OFFICE H/LORDS</u>	<u>SALES OFFICE</u>
A.S.	170	420 465	70	2000	100	200
O/S (13 pages)	170	420 500				
TREASURY PNs (3)	170	815 825	2	1000	100.	
OTHER DEPTS PNs (8)	170	50 280	2	1000.		
GAD REPORT	170	50 445	20			

Annex C.

IDT'S REQUIREMENTS FOR A/S DOCUMENTS

	Autumn Statement	Oral Statement	HMT PN'S	OSD PN'S	GAD Report
Press Gallery	100	100	100	-	100
Lobby	30	30	30	-	30
Press	200	200	200	200	200
Non-Press	-	-	50	-	-
Departmental Press Offices	40	40	40	-	40
Specialist Briefing	40	40	40	40	40
Treasury Mailing List	-	-	275	-	-
IDT	20	20	20	20	20
FFJG	20	20	20	-	-
Spares	15	50	50	20	15
TOTAL	465	500	825	280	445

24 August 1984

PP

FROM: H.C. GOODMAN
DATE: 3 SEPTEMBER 1984

MR SALVESON

cc Mr Pratt
Miss Simpson
Mr Murphy oa

AUTUMN STATEMENT: AIDE MEMOIRE

Miss Simpson's minute of 14 August. I have incorporated Miss Simpson's comments into a copy of the Aide Memoire.

2. However, there is one point I cannot answer and I wondered if you could deal with her second point, Item 3?

3. Could you also answer the final point in her Porteous' minute of 31 August + ~~and~~ give the appropriate changes to the memoire to Mr Murphy.

H C Goodman
H C GOODMAN

Distribution List for 1984. Would I...
List of documents required.
... copies, 52 pages

Margaret

CONFIDENTIAL

This is the latest draft. Tony Battishill wants to restrict circulation for the time being as the planning date is market sensitive.



FROM: H C GOODMAN

DATE: 6 September 1984

cc Mr Battishill
Mr Murphy - o.g.
Mr Baillie

MR PRATT

David
6/6.

Thanks v much

Margaret - I didn't get this retyped - it will probably do with the n/s amendments

AUTUMN STATEMENT: AIDE MEMOIRE

With Mr Baillie's help I have revised the Aide Memoire in the light of the many written comments received. It is attached. Mr Battishill suggests circulating it nearer the time.

David Baillie

AP. H C GOODMAN

* Subject to any changes you/ David may have.

Faint typed text at the bottom of the page, including the word "Action" and "1984".

KEY TO DRAFT AIDE MEMOIRE

(a) INDIVIDUALS

DB	David Baillie	CH/EX's Office
BC	Barry Collins	EB
BP	Brian Porteous	EOG
RC	Robert Culpin	IDT
MH	Meena Henson	CH/EX's Office
GJ	Graham Johnson	IDT
NL	Nigel Lawrence	CH/EX's Office
DP	David Peretz	CH/EX's Office
RP	Ron Pilcher	EOG
AJS	John Salveson	Parliamentary
PWO	Philip Wynn-Owen	CH/EX's Office
LW	Lesley Willis	CH/EX's Office
DY	Donna Young	CH/EX's Office
MOM	Margaret O'Mara	CH/EX's Office
KM	Keiran Murphy	CU

(b) Divisions etc

CRU	Central Reproductive Unit
CU	Central Unit
GE	General Expenditure
IDCS	Information Division Clerical Section
CS	Committee Section

1984 AUTUMN STATEMENT: AIDE MEMOIRE

PRELIMINARY

Preparation in weeks before the Announcement

- | | | |
|-----|---|--------------------|
| (1) | Confirm announcement day. | DB |
| (2) | IDT to issue operational notes to the press and media announcing publication day of AS (Autumn Statement) | JP/GJ |
| (3) | Arrange for sufficient 1075 machines, stocks of paper <u>and a mechanic on call</u> to be available 2 days before AS. | DB/RP |
| (4) | Submit coordinated publicity arrangements to Chancellor | RC |
| (5) | Make arrangements for providing Press Gallery, P.A. Newsroom and Reuters with Statement page by page. | JP/DB |
| (6) | Send off letters establishing arrangements for release of AS to MPs at end of speech. (Drafts provided by AJS.) | AJS |
| (7) | CU in consultation with GE and IDT circulate note commissioning press notices from Treasury (one on forecast, one on public expenditure). CO to advise PWO on which departments to write to about press notices. PWO writes to Private Offices in other Departments asking whether they intend to issue any press notices on AS Day. (EB to get advance copies of PNs) Confirm all numbers with RP. | CU/PWO/RC
GE/RP |

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

Treasury PNs

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

Other Government Departments PNs

170 Chancellor's Office
280 IDT
1000 Vote Office
100 Printed Paper Office etc

1550 Total

GAD Report

170 Chancellor's Office
445 IDT
2000 Vote Office
100 Printed Paper Office etc.

2715 Total

- (8) Inform IDT as to the number of HMT and other Government Department PNs CU
- (9) Prepare addressed envelopes or labels for those listed below under Items LW
- (10) Make arrangements for those entitled to collect copies of OS, (Oral Statement) AS, GAD Report, & PNs from Enquiry Room after the Chancellor has sat down, viz:- MH
- (a) NEDO (211 3000))Each to have 3 copies of OS, AS,
 CBI (379 7400))GAD Report and
 TUC (636 4030))any Press Notices
 Conservative Research
 Dept (222 9000)

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

(c) MH to arrange with Mr Murphy for collection of 1 copy of OS, AS, GAD Report and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee

- (11) Arrange with Treasury Divisions for correct number of copies of any Treasury Press Notices to be delivered to DB and RP in CRU as appropriate (see Annex) by 4pm day before announcement. Also arrange with Central Unit for correct number of copies of AS to be delivered by 10.00am on AS Day. DB/RP
- (12) Draft briefings admitted to Ministers (2 copies for Chancellor's Office, 1 copy for other Ministers) for their comments. EB

Wednesday
Thursday before Announcement (7.11.84)

- (13) Final official draft of OS to Ch. CU

Thursday
Friday before Announcement (8.11.84)

- (14) CU/GE submit PNs to Ch. CU/GE

- (15) Send copy of latest draft of OS to PM if Chancellor wishes. DP

- (16) Check with DP whether any other Ministers or Officials are to receive advance copies of documents other than those at Annex (eg ?Governor) DB

- (17) Check despatch arrangements of overseas copies of speech etc. with the FCO. (See item 48). DB

Friday
Saturday before Announcement (9.11.84)

- (18) Central Unit receive book proofs of AS. CU

- (19) Early PM: AS proofs back to printer CU
- (20) Briefing edited in light of Ministerial comments and Cabinet EB/GE
 z DAY)
- Monday before Announcement (Saturday 10.11.84)
- (21) Chancellor comments on revised briefing and by early afternoon CRU to receive copies of brief for copying (100 copies of 65 pages) EB/CRU
- (22) GE/CU/IDT to receive Chancellor's comments on Treasury PNs by early a.m. RC/GE/
CU/DP
- (23) GE/CU send Treasury PNs to CRU by 4pm for copying. GE/CU/CRU
- (24) Treasury Divisions agree other departments PNs Divisions
- (25) Finalise OS. DP
- (26) CU inform IDT of likely length of statement CU
- (27) Chancellor to confirm which Radio/TV interviews he and other Treasury Ministers will undertake. DP/RC
- Day before Announcement (Sunday 11.11.84)
- (28) Confirm length of statement with IDT to guide Radio/TV DP/RC
- AUTUMN STATEMENT DAY: (Monday 12.11.84)
- (29) Committee Section to collate 200 copies of all press notices in readiness for IDCS to prepare packages. (See item 43) CS
- (30) By 10am the master copy of the Oral Statement to be delivered to CRU for 500 copies to be rolled off for distribution to the Press by IDT (see Items 25 and 36). [CRU need 3 hours for this job] and the Chancellor's Office will make 120. RP/DB
- (31) By 10am GAD Report and other departments press notices delivered to Chancellor's Office who check numbers and deliver to CRU DB
- (32) Check arrival in Chancellor's Office of copies of AS from CU and 8 Briefs (From EB - first 3 to DP, PWO and MOM) DB/NL/BC
- (33) Issue 170 copies of AS and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to DP, MOM and PWO) DB/LW
- (34) Before 12.00: Copy of OS to AJS who will let Speaker's Private Secretary know roughly how long OS will last. AJS
- (35) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of OS, AS, press notices, GAD Report. LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Minister of State
Chancellor of the Duchy of Lancaster
Officials, etc. (See Annex for list)

PC to
provide extra
messenger

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

(36) At 12.30 p.m.: 12 copies of OS, AS, GAD Report and Press Notices
to be issued to RC for allocation to members of IDT
(12 copies of Brief will be sent direct to RC by EB for members of
IDT)

NL/BC

(37) At 2.00 p.m.: SECRET envelopes containing OS, AS to be given to
messengers from:-

- Customs & Excise (2 copies of each)
- Inland Revenue (2 copies of each)
- Bank of England (6 copies of each plus 6 copies of press
notices)

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

DB

(38) 1 set each of OS, AS, GAD Report and Press Notices to be given to
DP, MOM and PWO

LW

(39) 1 set each of OS and AS in sealed envelopes addressed to:

LW

Leader of the House of Commons: Mr Biffen
Leader of the House of Lords: Viscount Whitelaw
Leader of the Opposition (Mr Kinnock)
Shadow Chancellor (Mr R Hattersley)
Leader of Alliance (Dr Owen/Mr Steel)
Chancellor's PPS (Mr M Lennox-Boyd)
Sir William Clark (Chairman of Conservative Finance
Committee)
Mr Sheldon, Chairman PAC
Mr T Higgins, Chairman TCSC
Mr D Hunt (Treasury Whip)

to be given to DY to take to Mr M Lennox-Boyd's room, House of
Commons (to be given out after OS). Detailed timing cleared with
DP.

DY/DP

Autumn Statement Day: After Lunch

Chancellor's
Office

(40) Envelope copies of OS for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord Privy Seal) and Principal Finance Officers to be despatched after the Chancellor has sat down.

(41) PWO to arrange for copy to reach Official Reporters. (See Item)

(42) As early as possible allow access to Committee Section to representatives of IDT who will pack:

- 200 copies of OS (supplied by CRU)
- 200 copies of AS.
- 200 copies of other Depts' Press Notices
- 200 copies of Tsy Press Notices (275 copies for Treasury Mailing list)
- 200 copies of GAD Report.

in envelopes for Press to collect

GJ

- 130 copies of OS
- 130 copies AS
- 130 copies of other Depts' Press Notices
- 130 copies of HMT Press Notices
- 130 copies of GAD Report

in envelopes for the Press Gallery and Lobby.

GJ

- 40 copies of OS
- 40 copies of AS
- 40 copies of HMT Press Notices
- 40 copies of GAD Report

in envelopes for Departmental Press Offices

GJ

- 20 copies of OS
- 20 copies of AS
- 20 copies of HMT Press Notices

in envelopes for FFJG

RP/GJ

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

BC

(44) Once OS has started: IDT to take copies of OS etc to Lobby for distribution. And implement page by page release to PA/Reuters.

GJ

(45) During OS: Note changes from typed version.

PWO

At end of OS

(46) Despatch by hand copies of OS to other members of Cabinet and PFOs (see Item 31)

DB

- (47) Release copies of OS and envelopes (see item 7) for NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item to EF2 Division. Release copies to Mr Murphy for TCSC. MH/JG
- (48) Release packages of AS documents to Press callers at the main door. GJ
- (49) Release packages of AS documents to Departmental Press Offices GJ
- (50) Send copies as follows:- MH

	<u>OS and Brief</u>	<u>AS and GAD Report Press Notices</u>
Mr N Wicks British Embassy Washington	1	3
Mr R Butt UKREP Brussels	1	4

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

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

(Copies obtained from LW: See Item 27)

- (51) Give 8 copies of OS to AJS for the Libraries of the House of Commons and the House of Lords, plus 3 copies of AS, GAD Report + PNs to H/C Library. AJS

CHANCELLOR'S OFFICE

ANNEX A

CHANCELLOR'S OFFICE DISTRIBUTION LIST: 155 (+15 SPARE COPIES)

Prime Minister	Customs & Excise (2 copies)
Chancellor of the Exchequer	Inland Revenue (2 copies)
Chief Secretary	Bank of England (6 copies)
Financial Secretary	IDT Press Office (18 copies)
Economic Secretary	Chancellor's Private Secretaries (3 copies)
Minister of State	NEDO (3 copies)
Sir P Middleton	CBI (3 copies)
Sir T Burns	TUC (3 copies)
Mr Littler	Conservative Research Dept (3 copies)
Mr Bailey	Diplomatic Missions (14 copies) - John Graham.
Mr Anson	Mr Limon (TCSC)
Mr Cassell	The Speaker
Mr Kemp	Leader of the House of Commons
Mr Monck	Leader of the Lords
Mr Unwin	Leader of the Opposition
Mr Battishill	Leader of the Alliance
Mr Burgner	Shadow Chancellor
Mr Evans	Chairman Conservative Finance Committee
Mr Lankester	Chairman Treasury Select Committee
Mr Monger	Chairman PAC
Mr Odling-Smee	Parliamentary Private Secretary
Mr Scholar	to Chancellor
Mr Watson	Hon D Hunt (Treasury Whip)
Mr Culpin	British Embassy Washington (3 copies)
Mr Folger (3 copies)	UKREP Brussels (4 copies)
Mr P Gray	BIS New York
Mr M Williams	British Embassy, Paris
Mr Pratt	Principal Finance Officers (24 copies)
Ms Holman	Other Cabinet Ministers (17 copies)
Mr Ridley	
Mr Lord	
Mr Portillo	
Mr A Fraser (C&E)	
Sir L Airey (IR)	

Handwritten notes:
Greece - EC Diplomatic Mission
us
Canada
Japan
Mane Perfect
GDP 1

Brief - own distribution of 76 - 62 pages

OTHER DOCUMENTS	CHANCELLOR'S OFFICE	IDT DISTRIBUTION	LIBRARY	VOTE OFFICE	PRINTED PAPER OFFICE H/LORDS	SALES OFFICE
A.S.	170	465	70	2000	100	200
O/S (13 pages)	170	500				
TREASURY PNs (3)	170	825	2	1000	100	
OTHER DEPTS PNs (8)	170	280	2	1000		
GAD REPORT	170	445	20			

IDT'S REQUIREMENTS FOR AS DOCUMENTS

	Autumn Statement	Oral Statement	HMT PN's	OED PN'S	GAD Report
Press Gallery	100	100	100	-	100
Lobby	30	30	30	-	30
Press	200	200	200	200	200
Non-Press	-	-	50	-	-
Departmental Press Offices	40	40	40	-	40
Specialist Briefing	40	40	40	40	40
Treasury Mailing List	-	-	275	-	-
IDT	20	20	20	20	20
FFJG	20	20	20	-	-
Spares	15	50	50	20	15
Total	465	500	825	280	445

Mr Baillie

Attached is a corrected version of The Aide Memoire. Could you get it typed + then return it to Mr. Path. Don't bother to copy it around because a) Judith asked CO to do this + b) Tony doesn't want it copied yet.

2. I have given responsibility for copying treasury PNs to CRU, following Jim Salvesson's minute of 20 August + Brian Porteous of 31 August.

3. I also attach a minute to go on top of The Aide Memoire.

AC Goodman.

3 / X

FROM: K F MURPHY
 DATE: 6 NOVEMBER 1984

MR CULPIN

1. ✓
 2. PWD
 3. DB

cc Mr Battishill
 Heads of Expenditure Groups
 Mr Peretz
 Ms Seammen
 Mr Monaghan
 Mr Porteous
 Mr Salveson
 Mr Pratt
 Mr Perfect
 Miss O'Mara
 Miss Noble

AUTUMN STATEMENT: PRESS NOTICES FROM OTHER GOVERNMENT DEPARTMENTS

As you know we have been thinking further about this.

2. The draft Autumn Statement aide memoire prepared by my predecessor suggested that the Treasury would co-ordinate the distribution of other departments' Press notices to the House, the Press, Embassies, other departments and key organisations (eg the CBI). While this would no doubt be helpful to these people, it does not seem practical on the present timetable. It is all too likely that departments will be working on their Press Notices on the morning of the Autumn Statement itself.

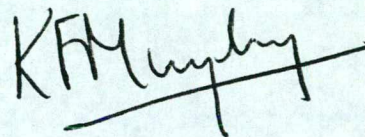
3. I suggest, therefore, that the Treasury does not supply either the House or the Press with copies of other departments' notices (or the GAD report). We will, however, require a number of copies for our own use. Clearly, the Chancellor and key officials will require copies before the Statement is given. I understand IDT will require a number of copies to support the press briefing you provide on the day. And we ought also to aim to provide copies for the key Parliamentary figures (Leader of the House, Leader of the Opposition, Chairman of the TCSC etc). On this basis the Treasury will need some 140 copies of each departments' press notice (to be distributed as at Annex A). Departments would then be left to make their own arrangements for distribution to others, including those listed at Annex B.

4. I ought to stress that it is envisaged that the Treasury will continue to supply to all those on Annexes A and B copies of the printed Autumn Statement, the Oral Statement and any HMT Press Notices. The numbers in brackets on Annex B indicate the number of printed statements, oral statements and Treasury Press Notices which

each of these organisations require. I will circulate the arrangements for this distribution with the updated aide memoire in the next day or two.

5. I understand from Mr Perfect that PFO's are to be asked at a meeting later today whether their departments will issue Press Notices on the day. They will inform heads of expenditure groups by tomorrow lunchtime. You may care to mention the above arrangements at your meeting of departmental information officers tonight. Could I ask expenditure groups to ensure that their departments are aware:

- (a) that the Treasury will require 140 copies of their Press Notices;
- (b) that the copies should be delivered to the Chancellor's office by no later than noon on the day of the Statement.

A handwritten signature in black ink, appearing to read 'K F Murphy', with a long horizontal stroke extending to the right.

K F MURPHY
CU

Treasury distribution list for other departments press notices

Prime Minister	The Speaker
Chancellor	Leader of the House of Commons
Chief Secretary	Leader of the Lords
Financial Secretary	Leader of the Opposition
Economic Secretary	Mr Steel
Minister of State	Mr Owen
Sir Peter Middleton	Shadow Chancellor
Sir Terence Burns	Chancellor's PPS
Mr Littler	Sir William Clerk (Chairman of Conservative Finance Committee)
Mr Bailey	Mr Sheldon (Chairman PAC)
Mr Wilson	Mr Higgins (Chairman TCSC)
Mr Anson	Mr J Major (Treasury Whip)
Mr Cassell	Mr Limon (Clerk (TCSC)
Mr Kemp	
Mr Monck	
Mr Unwin	
Mr Byatt	
Mr Battishill	
Mr Burgner	
Mr Evans	IDT (80 copies)
Mr Lankester	Treasury Library (2 copies)
Mr Monger	
Mr Odling-Smee	
Mr Scholar	
Mr Watson	Total say <u>140</u>
Mr Culpin	
Mr Folger (3 copies)	
Mr P Gray	
Mr M Williams	
Mr Pratt	
Ms Holman	
Mr Murphy	
Mr Ridley	
Mr Lord	
Mr Portillo	
Mr Peretz	
Miss O'Mara	
Mr Wynn-Owen	

Organisations etc which departments should supply direct with their press notices

Other Cabinet Ministers	(17)
Other Government departments (including Revenue & Customs)	
Bank of England	(6)
NEDO	(3)
CBI	(3)
TUC	(3)
Conservative Research Department	(3)
Diplomatic Missions	(14)
British Embassy - Washington	(3)
UKREP Brussels	(3)
BIS, New York	(4)
British Embassy, Paris	
Press including Galley & Lobby	(450)
Vote Office of House of Commons	
- 2000 copies of printed AS	
- 1000 copies of HMT PNs	
Printed Paper Office of House of Lords	
- 100 copies of printed AS	
- 100 copies of HMT PNs.	

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KFM

FROM: K F MURPHY
DATE: 6 NOVEMBER 1984

MR BATTISHILL

- cc Mr Peretz
- Mr Culpin
- Mr Porteous
- Mr Redley
- Mr Page
- Mr Pratt
- Miss O'Mara
- Miss Noble
- Mr Perfect
- Mr Salveson
- Mr Wynn Owen
- Mr Baillie
- Mr Pilcher
- Mr Collins
- Mr Johnson
- Miss Young
- Mrs Henson
- Mrs Willis

Mr Folger

AUTUMN STATEMENT AIDE MEMOIRE

I attach a revised version of the aide memoire to cover events from Thursday of this week up to and including Autumn Statement Day itself.

2. I have tried as much as possible to restrict this document to the mechanics of the process.

3. I would be grateful if all those on the copy list of this minute could find the time over the next 24 hours to look through the aide memoire, in particular at those activities assigned to them. Please let me have any alterations, deletions and additions as soon as possible. I will not, however, circulate a revised aide memoire.

4. ST are considering how many copies of the GAD report we will require. I will circulate their advice as soon as I have it.

5. The aide memoire does not cover the arrangements for drafting of the Chancellor's speech in the Queen's Speech Economic Debate.

KFM Murphy
K F MURPHY
CU

CONFIDENTIALExplanation of abbreviations

DB	David Baillie	Ch/Ex
MR	Mike Redley	HF2
MH	Meena Henson	Ch/Ex
LW	Lesley Willis	Ch/Ex
JP	John Page	IDT
RP	Ron Pilcher	EOG
KM	Kieran Murphy	CU
RC	Robert Culpin	IDT
DP	David Peretz	Ch/Ex
AJS	John Salveson	Parliamentary
BC	Barry Collins	EB
PWO	Phillip Wynn Owen	Ch/Ex
GJ	Graham Johnson	IDT
DY	Donna Young	Ch/EX

WPU Word Processing Unit
 CRU Central Reprographic Unit

OS Oral Statement
 AS Written Statement

Thursday**CONFIDENTIAL**

- (1) Treasury Press Notice submitted to Chancellor for approval (if not already done) MR
- (2) CU receive page proofs of AS from printer by lunchtime & distribute to editors KM

After the outcome of Cabinet is known

- (3) Check with FCO despatch arrangements for overseas copies of material (item 48) DB
- (4) Confirm with the following organisations direct that their messengers can collect MH copies of AS material on Monday as follows:
- (a) At 2pm: Customs & Excise
Inland Revenue
Bank of England
- (b) After the OS: NEDO
CBI
TUC
Conservative Research Department
N. I. Chaimens' Group.
- (5) Chancellor's Office ask EF2 (John Graham) to write to various High Commissions to MH confirm that copies of AS material will be available for them to collect on Monday after OS completed
- (6) IDT make arrangements to provide Press Galley, PA, Newsroom and Reuters with OS JP page by page
- (7) Arrange for sufficient 1075 photocopying machines, stocks of paper and a mechanic on DB/RP call to be available on AS day
- (8) IDT issue operational notes to the press and media announcing AS publication day JP
- (9) Chancellor's Office arrange preparation of addressed envelopes/labels for those on LW Annex A
- (10) Draft of AS text submitted to Chancellor KM

Friday

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- (11) Chancellor confirms which Radio/TV interviews he and other Treasury Ministers will undertake DP/RC
- (12) Divisions return revised AS briefing to EB *Arrange Boxes* *two* BC
- (13) Treasury Press Notices sent to CRU for photocopying by 2pm at the latest (2095 copies needed) MR
- (14) (i) Chancellor return first draft of OS to CU (failing return on Thursday) DP
(ii) CU submit final draft of OS to Chancellor KM
(iii) Chancellor's Office send copy to PM, if necessary DP
(iv) CU tell IDT likely length of oral statement KM
- (15) Inform IDT of the number of HMT and other departments press notices KM
- (16) *Chancellor's Office* write to House to confirm arrangements for release of the AS to MPs at the end of the OS AJS
- (17) *Chancellor's Office* send CU any comments on AS text by 10am at the latest DP
- (18) Divisions return corrected page proofs to CU in course of morning. Central Unit return corrected page proofs of AS to printer by noon at the latest KM

Saturday

- (19) At 10m CU take delivery of book proofs of AS from printers and distribute to editors KM
- (20) At 2pm at the latest, book proofs returned to printers KM
- (21) AS briefing edited by EB and GEP BC
- (22) Final revisions made by Central Unit to OS (if any) & resubmission to Chancellor KM

Sunday

- (23) At 8am CU (and others as necessary) go to printers for final proof read of printed statement KM
- (24) EB arrange retyping of AS brief BC/WP

8am

- (25) EB deliver AS brief to CRU BC
 CRU take 76 copies (takes 1 hour) and deliver to EB RP
- (26) EB distribute copies of brief BC

10am

- (27) CRU deliver 170 copies of HMT Press Notice to Chancellor Office, 825 to Committee Section & 1100 to Parliamentary Branch RP
- (28) Chancellor's Office confirm length of OS with IDT to guide Radio/TV DP
- (29) HMSO deliver (by 10am) 705 copies of Printed AS as follows:
 70 copies to Library
 170 copies to Chancellor's Office
 465 copies to Ron Pilcher
- (30) Master copy of OS to CRU ^{and Chancellor Office} by 10am KM/PV
 CRU take 500 copies (takes 3 hours) and deliver to Cttee Section RP
 Chancellor's Office take 170 copies DB

11am

- (31) AJS delivers 1000 copies of HMT PN to Vote Office, House of Commons and 100 copies to Printed Paper Office, House of Lords AJS

12 noon

- (32) 140 copies of other departments Press Notices to Chancellor's Office DB
Chancellor Office and 80 copies to IDT
- (33) Chancellor's Office give AJS copy of OS PWO
John Salveson
 AJS inform Speaker's PS how long OS will last AJS
- (34) Chancellor's Office make up SECRET envelopes for distribution as at Annex A, and enclose 1 copy each of AS, OS, HMT press notice and other departments Press Notices (the AS package) LW
- (35) IDT go to Committee Section to package documents as follows: GJ

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For Press to collect: 200 OS, 70 HMT PN

For Press Galley & Lobby: 130 OS, AS, HMT PN

For Departmental Press Officers: 40 OS, AS, HMT PN

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

By 12.30pm

- (36) Chancellor's Office despatch copies of the AS package to PM and Treasury Ministers LW
- (37) AJS collects 1 copy of AS package from Chancellor's Office for distribution to Speaker AJS

By 1pm

- (38) IDT collect 18 copies of the AS package from Chancellor's Office GJ
- (39) DP to consider which, if any, other Ministers or officials should receive advance copies of the AS package DP

2pm

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

Customs - 2 copies of AS package

I. Revenue - 2 copies of the AS package

Bank of England - 6 copies of the AS package

- (41) 1 copy of AS package given to DP, MO'M, & PWO LW

- (42) 1 copy of AS package for each of following taken to PPS Chancellor's room at House by DY (NB. DP to advise on exact time for this) DY/

Chancellor of the Duchy of Lancaster

Leader of the House of Commons: Mr Biffen

Leader of the House of Lords: Viscount Whitelaw

Leader of the Opposition (Mr Kinnock)

Shadow Chancellor (Mr R Hattersley)

Leader of Liberals (Mr Steel)

Leader of SDP (Mr Owen)

Chancellor's PPS (Mr Lennox-Boyd)

Sir Williams Clark (Chairman of Conservative Finance Committee)

Mr Sheldon, Chairman PAC

Mr T Higgins, Chairman TCSC

Mr J Major (Treasury Whip)

Rt Hon Robert Boswellen M.P.

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(43) PWO to arrange for copy of OS to reach Official Reporters

PWO

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

BC

OS started

(45) IDT take copies of documents packaged as at (35) to Lobby for distribution
IDT implement page by page release to PA/Reuters

GJ

(46) Note changes in delivered OS from typed version

PWO

After OS

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

GJ

(48) Release AS packages as follows:

MH

- (i) To Enquiry Room for messengers from NEDO, CBI, TUC and Conservative Research Department to collect (each require 3 copies of the AS package)
- (ii) To EF2 for collection by messengers from the High Commissions
- (iii) To KM for despatch to Clerk of TCSC
- (iv) To N Wicks at Washington, R Butt at UKREP, Brussels and Director of British Information Services, New York, via FCO
- (v) To M.C.S Weston, British Embassy, Paris, by 6pm ^{bag} ~~see~~.

(49) Despatch (by hand) copies of AS package to all at Annex A who have not already received them

DB

(50) AJS to take 8 copies of OS for House Libraries, plus 3 copies each of the AS and HMT Press Notices for the House of Commons Library

AJS

~~Distribution list serviced by Chancellor's Office~~

CONFIDENTIAL

Prime Minister
 Chancellor
 Chief Secretary
 Financial Secretary
 Economic Secretary
 Minister of State
 Sir Peter Middleton
 Sir Terence Burns
 Mr Littler
 Mr Bailey

 Mr Wilson
 Mr Anson
 Mr Cassell
 Mr Kemp
 Mr Monck
 Mr Unwin
 Mr Byatt
 Mr Battishill
 Mr Burgner
 Mr Evans
 Mr Lankester
 Mr Monger
 Mr Odling-Smee
 Mr Scholar
 Mr Watson
 Mr Culpin
 Mr Folger (3 copies)
 Mr P Gray
 Mr M Williams
 Mr R Wilson
 Mr Pratt
 Ms Holman
 Mr Murphy

 Mr Ridley
 Mr Lord
 Mr Portillo

 Mr Peretz
 Miss O'Mara
 Mr Wynn-Owen

The Speaker
 Chancellor of the Duchy of Lancaster
 Leader of the House of Commons
 Leader of the Lords
 Leader of the Opposition
 Mr Steel
 Mr Owen
 Shadow Chancellor
 Chancellor's PPS
 Sir William Clark (Chairman of Conservative Finance Committee)
 Mr Sheldon (Chairman PAC)
 Mr Higgins (Chairman TCSC)
 Mr J Major (Treasury Whip)
 Mr Limon (Clerk (TCSC))
Rt Hon Robert Bosawen MP.

The remaining will not receive copies from Treasury of other departments' Press Notices:

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

N.I. Chairmen's Group

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ANNEX B

IDT requirements for AS material

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

Complete distribution list of AS material

<u>Document</u>	Distributed by Chancellor's Office as at Annex A	Distributed by IDT as at Annex B	Distributed to Houses of Parliament
AS	170	465	2100 (by HMSO)
OS	170	500	-
Treasury PNs	170	825	1100 (by AJS)
Other departments' PNs	140	-	1100 (by Departments)

AS Brief 76 copies distributed by EB

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

FROM: R A L LORD
DATE: 6 NOVEMBER 1984

cc. Chief Secretary
Financial Secretary
Minister of State
Economic Secretary
Mr Ridley
Mr Portillo
Mr Bailey

CHANCELLOR

AUTUMN STATEMENT - DEPARTMENTAL PUBLICITY

You asked the advisers to check with their opposite numbers in departments what arrangements were being made for presenting the PES decisions on individual programmes in a positive light. The following is the state of play in departments with advisers whom I have been able to contact.

DHSS. Will be issuing press notices on both health and social security. Will also brief chairman of backbench committee. Entirely took the point that it was in the Government's interest for departments to present decisions positively.

MAFF. Will make a "quiet statement" on Monday probably by way of written answer. May issue a press notice. May use the Party's National Agricultural Forum meeting on Tuesday to seek to defuse criticism. Bell report on ADAS (on which savings have been offered on account) will be published next Wednesday on which consultation will then take place. Major presentation on capital grants will take place 2-3 weeks later accompanying the order by which changes are made. Adviser will suggest backbench chairman is approached. Jopling satisfied he has a package he can defend.

DoE. Have not given much thought to presentation yet. Not planning to say anything until Tuesday.

DES. Took the point that positive presentation was a virtue. Will produce a press notice. May contact chairman of backbench committee. May provide brief for backbenchers.

DE. Plan to use Queen's Speech debate on Monday to make their announcements. Will issue press notice. Confident they have some political capital to make out of the result of the Survey, e.g. on Enterprise Allowance and Voluntary Projects.

DTI Expect to produce a press notice. Adviser will suggest backbench chairman (M. Grylls) is approached.

DTp. Press notices will be issued on Monday both on the details of the programme and on the politics. May approach T. Higgins as chairman of backbench Transport Committee. Adviser will press presentational issues further.


RL

R A L LORD

FROM: ROBERT CULPIN
DATE: 7 NOVEMBER 1984

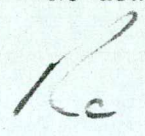
MR PAGE

cc Mr Battishill
Mr Gray
Mr Peretz
Miss Seammen
Mr Monaghan
Mr Pratt
Mr Murphy



AUTUMN STATEMENT: PRESS NOTICES FROM OTHER DEPARTMENTS

- ... Mr Murphy's note below concludes that the Treasury should not, this year, supply either the House or the press with copies of other departments' press notices. This seems eminently sensible. If it is the general policy, I cannot for the life of me see why IDT should need 80 copies of such press notices. I should have thought about 10 would be ample. Even if we were, exceptionally, to give them to a few daily, radio and TV journalists with tight deadlines - which we have not decided to do - I cannot see why we should need more than about 20.
2. A certain amount will depend, of course, on what the press notices say. If there would be a clear Treasury gain in helping a handful of journalists to get hold of them, I should be happy to consider that. But even then, I should take a lot of persuading that we need to be awash with anything like 80 copies.
3. Could you please have another look at this? If it is really the considered view of the division that we must have a large pile of other people's press notices, I should be very grateful if you could set out the case. No doubt I am befuddled, but I feel a considerable resistance.



ROBERT CULPIN

FROM: K F MURPHY
DATE: NOVEMBER 1984

MR CULPIN

cc Mr Battishill
Heads of Expenditure Groups
Mr Peretz
Ms Seammen
Mr Monaghan
Mr Porteous
Mr Salveson
Mr Pratt
Mr Perfect
Miss O'Mara
Miss Noble

AUTUMN STATEMENT: PRESS NOTICES FROM OTHER GOVERNMENT DEPARTMENTS

As you know we have been thinking further about this.

2. The draft Autumn Statement aide memoire prepared by my predecessor suggested that the Treasury would co-ordinate the distribution of other departments' Press notices to the House, the Press, Embassies, other departments and key organisations (eg the CBI). While this would no doubt be helpful to these people, it does not seem practical on the present timetable. It is all too likely that departments will be working on their Press Notices on the morning of the Autumn Statement itself.

3. I suggest, therefore, that the Treasury does not supply either the House or the Press with copies of other departments' notices (or the GAD report). We will, however, require a number of copies for our own use. Clearly, the Chancellor and key officials will require copies before the Statement is given. I understand IDT will require a number of copies to support the press briefing you provide on the day. And we ought also to aim to provide copies for the key Parliamentary figures (Leader of the House, Leader of the Opposition, Chairman of the TCSC etc). On this basis the Treasury will need some 140 copies of each departments' press notice (to be distributed as at Annex A). Departments would then be left to make their own arrangements for distribution to others, including those listed at Annex B.

4. I ought to stress that it is envisaged that the Treasury will continue to supply to all those on Annexes A and B copies of the printed Autumn Statement, the Oral Statement and any HMT Press Notices. The numbers in brackets on Annex B indicate the number of printed statements, oral statements and Treasury Press Notices which

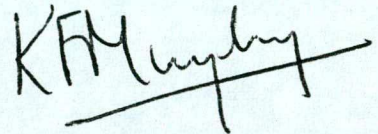
59/11

~~RESTRICTED~~

each of these organisations require. I will circulate the arrangements for this distribution with the updated aide memoire in the next day or two.

5. I understand from Mr Perfect that PFO's are to be asked at a meeting later today whether their departments will issue Press Notices on the day. They will inform heads of expenditure groups by tomorrow lunchtime. You may care to mention the above arrangements at your meeting of departmental information officers tonight. Could I ask expenditure groups to ensure that their departments are aware:

- (a) that the Treasury will require 140 copies of their Press Notices;
- (b) that the copies should be delivered to the Chancellor's office by no later than noon on the day of the Statement.

A handwritten signature in black ink, appearing to read 'K F Murphy', with a long horizontal stroke extending to the right from the end of the name.

K F MURPHY
CU

Treasury distribution list for other departments press notices

Prime Minister	The Speaker
Chancellor	Leader of the House of Commons
Chief Secretary	Leader of the Lords
Financial Secretary	Leader of the Opposition
Economic Secretary	Mr Steel
Minister of State	Mr Owen
Sir Peter Middleton	Shadow Chancellor
Sir Terence Burns	Chancellor's PPS
Mr Littler	Sir William Clerk (Chairman of Conservative Finance Committee)
Mr Bailey	Mr Sheldon (Chairman PAC)
Mr Wilson	Mr Higgins (Chairman TCSC)
Mr Anson	Mr J Major (Treasury Whip)
Mr Cassell	Mr Limon (Clerk (TCSC))
Mr Kemp	
Mr Monck	
Mr Unwin	
Mr Byatt	
Mr Battishill	
Mr Burgner	
Mr Evans	IDT (80 copies)
Mr Lankester	Treasury Library (2 copies)
Mr Monger	
Mr Odling-Smee	
Mr Scholar	
Mr Watson	Total say <u>140</u>
Mr Culpin	
Mr Folger (3 copies)	
Mr P Gray	
Mr M Williams	
Mr Pratt	
Ms Holman	
Mr Murphy	
Mr Ridley	
Mr Lord	
Mr Portillo	
Mr Peretz	
Miss O'Mara	
Mr Wynn-Owen	

51 in

~~T.L. Ferguson~~
~~S.R. cont. th. k~~ cost

W/S

Mr Hansard
2.

Steve
Lodder
copy of NS

Organisations etc which departments should supply direct with their press notices

Other Cabinet Ministers	(17)
Other Government departments (including Revenue & Customs)	
Bank of England	(6)
NEDO	(3)
CBI	(3)
TUC	(3)
Conservative Research Department	(3)
Diplomatic Missions	(14)
British Embassy - Washington	(3)
UKREP Brussels	(3)
BIS, New York	(4)
British Embassy, Paris	
Press including Galley & Lobby	(450)
Vote Office of House of Commons	
- 2000 copies of printed AS	
- 1000 copies of HMT PNs	
Printed Paper Office of House of Lords	
- 100 copies of printed AS	
- 100 copies of HMT PNs.	

Page

FROM: ROBERT CULPIN
DATE: 7 NOVEMBER 1984

Mr Culpin

The indent is:

MR PAGE

{ 30 Press at Official Briefings
 6 Official " " "
 20 IDT & urgent requests.
56 on A.S. Day
 Plus 24 copies for the inevitable
 demands on AS Day + 1 and 2.

Mr Battishill
 Mr Gray
 Mr Peretz
 Miss Seammen
 Mr Monaghan
 Mr Pratt
 Mr Murphy

J Page

 7/11

AUTUMN STATEMENT: PRESS NOTICES FROM OTHER DEPARTMENTS

... Mr Murphy's note below concludes that the Treasury should not, this year, supply either the House or the press with copies of other departments' press notices. This seems eminently sensible. If it is the general policy, I cannot for the life of me see why IDT should need 80 copies of such press notices. I should have thought about 10 would be ample. Even if we were, exceptionally, to give them to a few daily, radio and TV journalists with tight deadlines - which we have not decided to do - I cannot see why we should need more than about 20.

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3. Could you please have another look at this? If it is really the considered view of the division that we must have a large pile of other people's press notices, I should be very grateful if you could set out the case. No doubt I am befuddled, but I feel a considerable resistance.

Re

ROBERT CULPIN

David
To note
M.

FROM: K F MURPHY
DATE: 7 NOVEMBER 1984

MISS O'MARA - 12/2

- cc Mr Battishill
- Mr Culpin
- Mr Page
- Mr Pratt
- Miss Noble
- Mr Baillie
- Mr Johnson

AUTUMN STATEMENT AIDE MEMOIRE: GAD REPORT

ST now tell me that DHSS will supply 140 copies of the GAD report to the Treasury by noon on Autumn Statement day. These will be delivered to the Chancellor's office, in addition to the departmental press notices. They should be distributed as per the departmental press notices - see item 32 and 34 of the aide memoire I circulated yesterday.

~~Margaret,~~ Thanks v much.
M.

just to let you know
that I've looked through
the Aide-Memoire and that we are
geared up to 'do our bit'

K F Murphy
K F MURPHY
CU

David

^c
Alan Bailey thinks his response
is in fact quite good (see also
Reddy's note below). So no need
for more than a low key appeal
for support in Cabinet.

RF

FROM: R M PERFECT

DATE: 7 November 1984

may
7/11 ✓

12/2 → 1. MR GRAY HEG 7/11
2. CHANCELLOR OF THE EXCHEQUER

(I had better have
a low key
letter for now)

cc Chief Secretary
Mr Bailey
Mr Scholar
HEGs
Mr Culpin
Mr Folger
Mr Pratt

AUTUMN STATEMENT: OTHER DEPARTMENTS PRESS NOTICES

We have done a trawl of expenditure groups to find out which departments will issue Autumn Statement press notices.

2. I attach a list summarising the position. Departments' Principal Finance Officers have been asked to ensure the notices are cleared with expenditure divisions.

CONFIDENTIAL

R. M. Perfect.

R M PERFECT

1. Departments intending to produce press notices on Autumn Statement day

Foreign and Commonwealth Office
Ministry of Agriculture Fisheries and Food
Department of Transport
Department of Education and Science
DHSS (3) : Health
Social Security
National Insurance Contributions
Department of Employment (3) : Special measures
Training loans
Redundancy fund rebate
(probable)

2. Possible additions to the list
(final decision not taken)

~~X~~ Department of Energy
Department of Environment

3. Departments producing press notice on expenditure figures in following weeks

Office of Arts and Libraries
Scotland
Wales
Northern Ireland

4. Departments not producing press notices

Minister of Defence
Department of Trade and Industry - but are thinking of a PQ
Export Credit Guarantee Department
Home Office
Lord Chancellors Department.

12/2

FROM: G S JOHNSON
DATE: 9 NOVEMBER 1984

MR PORTEOUS

Dana
To be aware,
M.

- cc Mr Culpin
- Mr Monaghan
- Mr Page
- Miss O'Mara -
- Mr Bobsin
- Mr Evans
- Mr Segal
- Mr Pilcher
- Mr Murphy
- Mr Uden
- Mr Ludlow
- Mr Feen
- Enquiry Room
- IDCS

AUTUMN STATEMENT: MONDAY, 12 NOVEMBER 1984

IDT's ACTIVITIES ON THE DAY

Distribution of documents in the House of Commons

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

Could Mr Ludlow please arrange for three messengers to help with carrying the documents across to the House, and also provide six satchels for this purpose, and Mr Bobsin arrange for a security guard to escort the documents to the House and also remain there during the distribution.

Both messengers and the security guard will need passes to enter the House. Would Messrs Ludlow and Bobsin please let me know as soon as possible the names of the persons concerned so that I can make the necessary arrangements.

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

Distribution of documents at HMT

(i) PRESS

We have invited the City and News Editors in Fleet Street and the media to collect documents from the Treasury as soon as the Chancellor has finished his statement. There will not be a list of press callers so could

Mr Bobsin please arrange for security to record their names and escort them to Room 29/2 when they arrive. I would expect callers to start arriving at about 3.45 pm although we have not asked them to come until 4.00 pm.

(ii) NON-PRESS

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

(iii) OTHER GOVERNMENT DEPARTMENTS PRESS OFFICES

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

Press Briefing for Officials

This will take place in Room 14/2. Could Mr Ludlow please arrange this room for 25 people round the table. I attach a list of people who have been invited to this briefing. Could Mr Bobsin please arrange for security to check their names and escort them to Room 14/2 on their arrival: we expect this to be at about 4 pm and to last about one hour. Journalists must not remove documents until the Chancellor has finished his Statement.

Press Conference by the Economic Secretary

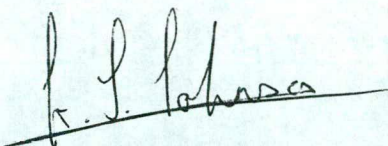
This will take place in Room 47/2. Could Mr Ludlow please arrange this room 'theatre' fashion for about 30 people with a top table for 3. As this will be an 'open' press conference a list of people who are likely to attend cannot be provided; we do not expect a large number. Could Mr Bobsin please arrange for security to record their names and papers and escort them to Room 47/2. We expect the press conference to start at 5.00pm.

COI will be recording the conference for us. They will arrive at about 3.00pm to install their equipment. Could Mr Ludlow have an electrician in attendance at this time please and Mr Bobsin please arrange for the COI vehicles to be parked in the central courtyard. Could Mr Ludlow please arrange for the PA system to be installed in Room 47/2.

TV/Radio Interviews

Although we expect all interviews to be recorded in Norman Shaw Studio, there is a possibility that some may have to take place within HMT. Room 36/Sub.grd. has been reserved for this purpose. Could Mr Ludlow please have an electrician on standby between 5.00 pm and 6.30 pm.

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


G S JOHNSON

Financial Times

Times

Guardian

Daily Telegraph

Daily Mail

Daily Express

Daily Mirror

Standard

Sunday Times

Observer

Sunday Telegraph

Economist

Investors Chronicle

BBC TV

BBC TV Newsnight

BBC Radio

BBC World Services

ITN

IRN

Channel 4

COI

Wall Street Journal

Birmingham Post

Max Wilkinson

Sarah Hogg

Chris Huhne

Andreas Whittam-Smith

Andrew Alexander

Patrick Lay

Geoffrey Goodman

Anthony Hilton

David Lipsey

Bill Keegan

Ian Watson

Rupert Pennant-Rea

Shekhar Das

James Long

Will Hutton

Dominic Harrod

Adrian Carter

Michael Green

Douglas Moffitt

Andrew Curry

John Barrows

Peter Truell

Ian Richardson

✓
FROM R. M. PERFECT
DATE 12 NOVEMBER 1984

MISS O'HARA

cc To Culpin
Mr Gray

OTHER DEPARTMENTS PRESS NOTICES

1 attach a list of departments producing press notices on the Autumn Statement figures today.

2 I have checked the list with expenditure divisions and the Press Office (Mr Segal)

R. M. Perfect
12 November 1984

C Health Press note
(2 written Answer)
have been cancelled
(2.30 p.m.)

DLCP

Departments producing Autumn Statement press notices

Foreign and Commonwealth Office

Ministry of Agriculture Fisheries and Food

Department of Transport

Department of Education and Science

DHSS: (Health)

Social Security

National Insurance Contributions

Department of Employment: special measures

Training Loans

Department of Environment

Mr Perot 2

All Depts producing Press Notices today (or other announcements) have been told to send 90 copies to your office

1. Departments intending to produce press notices on Autumn Statement day

1 am WED, by noon today.

Mrs 12/11

- ✓ Foreign and Commonwealth Office 8/14/11
- Ministry of Agriculture Fisheries and Food 8/5/11
- Department of Transport 11 A/1
- ? Department of Education and Science 14/1
- DHSS (3) : Health 10/1/2
- Coming out lunch Social Security 22/2
- National Insurance Contributions 22/2
- Department of Employment (3) :
 - Special measures 25/11
 - Training loans
 - Redundancy fund rebate (probable)

Fowler not agreed yet!

comig at lunchtime

2. Possible additions to the list
(final decision not taken)

- ~~Department of Energy~~ no press notice
- ? Department of Environment

3. Departments producing press notice on expenditure figures in following weeks

- Office of Arts and Libraries
- Scotland
- Wales
- Northern Ireland

4. Departments not producing press notices

- Minister of Defence
- Department of Trade and Industry
- Export Credit Guarantee Department
- Home Office
- Lord Chancellors Department.

by 12.00 to C/Ex
by 12.00 to C/Ex

So far we only have the MAFF release (below).

We're checking still on the others.

DLUP

David, my suggestions are shown in red on my copy below

FROM: K F MURPHY
DATE: 15 NOVEMBER 1984

MR BATTISHILL

David
Baillie

cc Mr Peretz
Mr Culpin
Mr Folger
Mr Porteous
Mr Page
Mr Pratt
Miss O'Mara - 12/2
Miss Noble
Mr Perfect
Mr Salveson
Mr Wynn Owen
Mr Pilcher
Mr Baillie
Mr Collins
Mr Johnson
Miss Young

David Can we have a word?
My as comes on his word
better we need to spell out
which documents go to Kenneth
ch. 9 etc.

M.

AUTUMN STATEMENT AIDE MEMOIRE

I attach a copy of the aide memoire I circulated for copy recipients' use over the Autumn Statement period.

2. You have suggested that it would be a valuable exercise - while this is all fresh in our minds - to update and correct the aide memoire for use next year. I realise that it will not be possible next year to slavishly repeat this year's experience, but an aide memoire based on what actually happened will clearly be of use, at least as a starting point.

3. I would be grateful, therefore, if copy recipients could go through the aide memoire and let me have comments and corrections based on last week's experience. I would also be grateful for a brief explanation of the change, where this is not apparent. Particular areas which need changing are:

- (a) item 31 - when did other departments' press notices actually arrive?
- (b) item 42 - which people received the AS when?

Doubtless there are other inaccuracies, too.

4. I would be grateful for responses by close on Wednesday 21 November please

KFM Murphy
K F MURPHY

Explanation of abbreviations

DB	David Baillie	Ch/Ex
MH	Meena Henson	Ch/Ex
LW	Lesley Willis	Ch/Ex
JP	John Page	IDT
RP	Ron Pilcher	EOG
KM	Kieran Murphy	CU
RC	Robert Culpin	IDT
DP	David Peretz	Ch/Ex
AJS	John Salveson	Parliamentary
BC	Barry Collins	EB
PWO	Phillip Wynn Owen	Ch/Ex
GJ	Graham Johnson	IDT
DY	Donna Young	Ch/EX

WPU	Word Processing Unit
CRU	Central Reprographic Unit

Wednesday

- (1) CU minute expenditure division~~s~~ and IDT asking that departments be asked - by both - CU whether they will issue press notices on AS day, and if so, informing them of the arrangements for distribution.

Thursday

- (2) Treasury Press Notice submitted to Chancellor for approval (if not already done) MR
- (3) CU receive page proofs of AS from printer by lunchtime & distribute to editors KM

After the Home ^{US} Business Statement announcing the date of the AS

- (4) Check with FCO despatch arrangements for overseas copies of material (item 48) DB
- (5) Confirm with the following organisations direct that their messengers can collect MH copies of AS material on Monday as follows:
- (a) At 2pm: Customs & Excise
Inland Revenue
Bank of England
- (b) After the OS: NEDO
CBI
TUC
Conservative Research Department
Nationalised Industries Chairman's Group
- (6) Chancellor's Office ask EF2 (John Graham) to write to various High Commissions to MH confirm that copies of AS material will be available for them to collect on Monday after OS completed
- (7) IDT issue operational notes to the press and media announcing AS publication day and IDT make arrangements to provide Press Galley, PA, Newsroom and Reuters with OS JP page by page
- (8) Arrange for sufficient 1075 photocopying machines, stocks of paper and a mechanic on call to be available on AS day DB/RP

(9) Chancellor's Office arrange preparation of addressed envelopes/labels for those on LW
Annex A

(10) Draft of AS text submitted to Chancellor KM

Friday

(11) Chancellor confirms which Radio/TV interviews he and other Treasury Ministers will undertake DP/RC

(12) Divisions return revised AS briefing to EB BC

(13) Treasury Press Notice sent to CRU for photocopying by 2pm at the latest (2095 copies needed) MR

(14) (i) Chancellor return draft of OS to CU DP

(ii) CU submit final draft of OS to Chancellor KM

(iii) Chancellor's Office send copy to PM, if necessary DP

(iv) CU tell IDT likely length of oral statement KM

(15) Inform IDT of the number of HMT and other departments press notices KM

(16) Chancellor's Office write to House to confirm arrangements for release of the AS to MPs at the end of the OS AJS

(17) Chancellor's Office send CU any comments on AS text by 10am at the latest DP

(18) Divisions return corrected page proofs to CU in course of morning. Central Unit return corrected page proofs of AS to printer by noon at the latest KM

Saturday

(19) At 10m CU take delivery of book proofs of AS from printers and distribute to editors KM

(20) At 2pm at the latest, book proofs returned to printers KM

(21) AS briefing edited by EB and GEP BC

(22) Final revisions made by Central Unit to OS (if any) & resubmission to Chancellor KM

Sunday

- (23) At 8am CU (and others as necessary) go to printers for final proof read of printed statement KM
- (24) EB arrange retyping of AS brief BC/WP

AUTUMN STATEMENT DAY

8am

- (25) EB deliver AS brief to CRU BC
CRU take 108 copies (takes 1 hour) and deliver to EB RP
- (26) EB distribute copies of brief BC

10am

- (27) CRU deliver 170 copies of HMT Press Notice to Chancellor Office, 825 to Committee Section & 1100 to Parliamentary Branch RP
- (28) Chancellor's Office confirm length of OS with IDT to guide Radio/TV DP
- (29) HMSO deliver (by 10am) 705 copies of Printed AS as follows:
70 copies to Library who supply 8 to AJS for the House Libraries (see item 50) Library
170 copies to Chancellor's Office DB
465 copies to Ron Pilcher RP
20 copies to CU
- (30) Master copy of OS to CRU and Chancellor's Office by 10am KM/PWC
CRU take 500 copies (takes 3 hours) and deliver to Cttee Section RP
Chancellor's Office take 170 copies DB

11am

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

12 noon

- (32) 90 copies of other departments Press Notices and GAD report to Chancellor's Office DB
Chancellor's Office send 20 copies to IDT of ODPN's & GAD report
- (33) Chancellor's Office give AJS copy of OS (he will deliver 8 to House Libraries - see PWO
item 50) AJS
AJS inform Speaker's PS how long OS will last
- (34) Chancellor's Office make up SECRET envelopes for distribution as at Annex A, and LW
enclose 1 copy each of AS, OS, HMT press notice, GAD report and other departments
Press Notices (the AS package)
- (35) IDT go to Committee Section to package documents as follows: GJ
- | | |
|----------------------------------|--------------------|
| For Press to collect: | 200 OS, AS, HMT PN |
| For Press Galley & Lobby: | 130 OS, AS, HMT PN |
| For Departmental Press Officers: | 40 OS, AS, HMT PN |

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

By 12.30pm

- (36) Chancellor's Office despatch copies of the AS package to PM and Treasury Ministers LW
- (37) AJS collects 1 copy of AS package from Chancellor's Office for distribution to Speaker AJS

By 1pm

- (38) IDT collect 18 copies of the AS package from Chancellor's Office GJ
- (39) DP to consider which, if any, other Ministers or officials should receive advance copies DP
of the AS package

2pm

- (40) Messengers from following departments come to Chancellor's messengers' lobby and DB
receive the following:
- Customs - 2 copies of AS package
 - I. Revenue - 2 copies of the AS package
 - Bank of England - 6 copies of the AS package

(41) 1 copy of AS package given to DP, MO'M, & PWO

LW

(42) 1 copy of AS package for each of following taken to PPS Chancellor's room at House
DP by DY (NB. DP to advise on exact time for this) DY/

Chancellor of the Duchy of Lancaster

Leader of the House of Commons: Mr Biffen

Leader of the House of Lords: Viscount Whitelaw

Leader of the Opposition (Mr Kinnock)

Shadow Chancellor (Mr R Hattersley)

Leader of Liberals (Mr Steel)

Leader of SDP (Mr Owen)

Chancellor's PPS (Mr ^{Lilly}~~Lennox-Boyd~~)

Sir Williams Clark (Chairman of Conservative Finance Committee)

Mr Sheldon, Chairman PAC

Mr T Higgins, Chairman TCSC

Mr J Major (Treasury Whip)

Vice Chamberlain of the Household (Hon. Robert Boscawen MP)

Mr Molyneux MP

(43) PWO to arrange for copy of OS to reach Official Reporters

PWO

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

BC

OS started

(45) IDT take copies of documents packaged as at (35) to Lobby for distribution
IDT implement page by page release to PA/Reuters

GJ

(46) Note changes in delivered OS from typed version

PWO

After OS

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

GJ

(48) Release AS packages as follows:

MH

- (i) To Enquiry Room for messengers from NEDO, CBI, TUC and Conservative Research Department & NICG to collect (each require 3 copies of the AS package)
- (ii) To EF2 for collection by messengers from the High Commissions
- (iii) To KM for despatch to Clerk of TCSC
- (iv) To N Wicks at Washington, R Butt at UKREP, Brussels and Director of British Information Services, New York, via FCO
- (v) To M.C.S Weston, British Embassy, Paris, by 6pm bag.

(49) Despatch (by hand) copies of AS package to all at Annex A who have not already received them DB

(50) AJS to take 8 copies of OS for House Libraries, plus 3 copies each of the AS and HMT Press Notices for the House Libraries AJS

Distribution list serviced by Chancellor's Office

Prime Minister	The Speaker
Chancellor	Chancellor of the Duchy of Lancaster
Chief Secretary	Leader of the House of Commons
Financial Secretary	Leader of the Lords
Economic Secretary	Leader of the Opposition
Minister of State	Mr Steel
Sir Peter Middleton	Mr Owen
Sir Terence Burns	Shadow Chancellor
Mr Littler	Chancellor's PPS
Mr Bailey	Sir William Clark (Chairman of Conservative Finance Committee)
Mr Wilson	Mr Sheldon (Chairman PAC)
Mr Anson	Mr Higgins (Chairman TCSC)
Mr Cassell	Mr J Major (Treasury Whip)
Mr Kemp	Mr Limon (Clerk (TCSC)
Mr Monck	Vice Chairman of the Household (Hon Robert Boscawen M
Mr Unwin	Mr Molyneux MP
Mr Byatt	
Mr Battishill	
Mr Burgner	
Mr Evans	
Mr Lankester	
Mr Monger	
Mr Odling-Smee	
Mr Scholar	
Mr Watson	
Mr Culpin	
Mr Folger (3 copies)	
Mr P Gray	
Mr M Williams	
Mr R Wilson	
Mr Pratt	
Ms Holman	
Mr Murphy	
Mr Ridley	
Mr Lord	
Mr Portillo	
Mr Peretz	
Miss O'Mara	
Mr Wynn-Owen	

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

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

IDT requirements for AS material

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

Complete distribution list of AS material

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

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

UNCLASSIFIED

FROM: B J PORTEOUS
DATE: 20 November 1984

MR K MURPHY

cc Mr Salveson
Mr Pilcher
Mr Baillie ←
Mr Collins
Mr Johnson

AUTUMN STATEMENT AIDE MEMOIRE

In your minute of 15 November you asked if we had any comments or corrections to the aide memoire. I can say that we in Office Services found it extremely useful, indeed we could say essential to people like us who are remote from the process of preparation. There were of course the late arrivals of the Press Notice and the Oral Statement, but I expect we have to accept these as normal in this type of exercise.

2. On item 8 there is a problem about the Rank Xerox mechanic being on call for the Autumn Statement. For the Budget, when the date is certain and public knowledge ~~four~~ weeks in advance, we arrange for a mechanic to be in attendance in the building during the crucial final production period. With the Autumn Statement and the problems of confidentiality and uncertainty of date the best arrangement we could make ^{with} ~~we~~ Rank Xerox was an on-call service. This is I suggest acceptable for the Autumn Statement, because with the smaller production process it is less crucial if one or two machines break down.

3. On item 30 the print-time should have been amended to 1 hour when the number of pages was estimated at 13; as it was only 7 this year (and a last minute panic) the print-time was in fact even less.

B J PORTEOUS

David,
I let go - have
my thoughts on this
some time ago.

FROM: K F MURPHY
DATE: 5 DECEMBER 1984

MR JOHNSON
MR BAILLIE - 82/2

cc Mr Culpin
Mr Peretz

David
5/17

AUTUMN STATEMENT AIDE MEMOIRE

My minute of 15 November to Mr Battishill asked copy recipients to look through their copy of the aide memoire and let me have any comments based on their experience of the events leading up to the Autumn Statement.

2. I would be grateful for a response from IDT and the Chancellor's Office. There were, I know, a number of difficulties this year and it would be helpful to iron these out before we have to repeat the experience next year. In particular, I would be grateful for a note on:

- (a) the timing of arrival of other departments press notices and the arrangements for the post-AS press briefing (Mr Johnson); and
- (b) the arrangements made to provide key Parliamentary figures with the AS (Mr Baillie);

since I know that all these areas caused particular difficulties.

3. I would be most grateful for a response by close on Friday 7 December.

K F Murphy
K F MURPHY
CU



FROM: DAVID PERETZ
DATE: 10 January 1985

MR BAILLIE

*Note, Peter Lilley handed
all these out - in the Parl.*

AUTUMN STATEMENT AIDE MEMOIRE

You asked me some time ago about the timing of distribution of copies of the Autumn Statement (AS) and the oral statement (OS) on Autumn Statement Day.

2. As I recall it, the distribution (made by the Chancellor's Parliamentary Private Secretary) was as follows:-

(i) Shadow Chancellor (Mr ^{Hattersley}~~Healey~~) and Leader of the Opposition (Mr Kinnock) were given a copy of the OS at 2.45 pm;

(ii) Leaders of the Liberal Party, SDP and Ulster Unionists were given copies of the OS after three o'clock;

(iii) we arranged for Mr Hattersley to be handed a complete AS/OS package in the ^{Chamber}~~House~~ as the Chancellor sat down from making his statement;

(iv) complete OS/AS packages for all those above, except for Mr Hattersley, and for all the following were ~~to be~~ made available to them as soon as the Chancellor ~~s~~^{at} down:-



Chancellor of the Duchy of Lancaster
Leader of the House of Commons
Leader of the House of Lords
Chairman of the Conservative Finance Committee
Chairman of the PAC
Chairman of the TCSC
Treasury Whip
Vice-Chamberlain of the Household
Labour Party Whip
Liberal Party Whip
SDP Party Whip
Ulster Unionist Whip.

D L C PERETZ

10 DOWNING STREET

From the Private Secretary

22 January 1985

The Prime Minister has asked me to thank you for your letter of 21 January with which you enclosed a portfolio containing three reports.

Mrs Thatcher has noted your views and has asked me to pass a copy of your letter and the portfolio to HM Treasury for their information.

(David Barclay)

B.G. Barwick, Esq.

CH/EXCHEQUER	
REC.	23 JAN 1985
ACTION	Mr HALLIGAN
COPIES TO	

23/1



The Barwick Group
Financial & Tax Planning Consultants
Alexandra House, Alexandra Road,
Wisbech, Cambridgeshire PE13 1HJ
Wisbech (0945) 585721

The Rt Hon Margaret Thatcher
The Prime Minister
House of Commons
London

21st January 1985

Dear Mrs Thatcher

You must now know that most people are aware of the strong rumour that the Chancellor in this year's Budget proposes to reduce tax concessions on pensions and I would like to take this opportunity to make my opinion known to you on this subject.

I have been involved in the business of tax related investments for twenty-eight years. In the last few years I have spoken to thousands of people on the subject and my company sends out thousands of reports and over 2 million letters a year in an attempt to encourage more people to save for their retirement.

Pensions is perhaps the only effective means left for anyone to accumulate sufficient meaningful wealth for the purpose of enjoying a comfortable retirement. Any reduction in the tax concessions will be a penalty on all those who have worked a lifetime for their country. It will be the meanest of all taxes that could be raised even though it's impact would be little understood, until too late, by the great majority that will be affected. In fact I believe it is only because the majority do not really understand how pensions work and how badly off one would be without the legislation of today, that the Chancellor may be successful in his bid to reduce these benefits.

I believe that if the public really came to know the true effect of the Chancellor meddling with this form of saving, he would have a riot on his hands. As it is, pensions are taxed as ordinary income when the benefits are paid. To tax them at the front end too, or in any way more than they are taxed at present, seems to me to be going against all the principles that are so fondly talked about by those who purport to be concerned about the retired people in our society. I cannot think of a more nauseating proposal that will affect so many people who, at that time of life, will never have another opportunity to build personal savings.

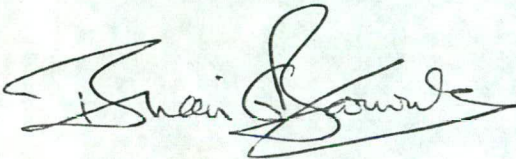
I enclose a portfolio of three reports which I do hope you will take time to read. I think you will find it places in context the vital part that a pension plays in planning for some measure of financial independence after a lifetime of work. The reports will show that no

other form of saving can hope to do the job that a pension does. I hope you will prevent this concession being destroyed or in any way being made less effective. We find it difficult enough to persuade people to save for their retirement and unless a person is in a compulsory pension scheme as part of his employment contract, most people already save too little too late to have an income in their retirement anywhere near to that they have been used to during their working life.

To make pensions less effective will be to take money out of the pockets of those who can least afford it; the pensioners. In no way can you say that is not true. It is a detestable idea and I certainly did not help to vote this Government in to do that.

I trust you will encourage the Chancellor to find an alternative course.

Yours sincerely

A handwritten signature in black ink, appearing to read "Brian G Barwick". The signature is stylized with a large, sweeping initial 'B' and a long, horizontal flourish at the end.

Brian G Barwick