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PREM 19/1508

● Notes on the allocations of responsibilities between Ministers.

GOVERNMENT
MACHINERY

May 1979

Referred to	Date	Referred to	Date	Referred to	Date	Referred to	Date
17.5.79							
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25.10.83							
5.9.85							
4.9.85							
3.10.85							
15.10.85.							

PREM 19/1508

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DEPARTMENT OF EDUCATION AND SCIENCE
ELIZABETH HOUSE YORK ROAD LONDON SE1 7PH
TELEPHONE 01-934 9000

FROM THE SECRETARY OF STATE

Tony Whiting
Private Office
Department of Employment
Caxton House
Tothill Street
London SW1H 9NF

15 October 1985

Dear Tony

Thank you for your letter of 14 October enclosing a revised list of the Ministers and their Private Offices in your department.

The Chancellor of the Exchequer's Office circulated a Compact Ministerial Office Directory on 10 October, but since the DES entry in that is incorrect I reproduce it on the attached sheet.

Yours sincerely

Alison Kennedy

ALISON KENNEDY
Private Office

CC Swigby
CF

THE RT HON SIR KEITH JOSEPH Bt MP
Secretary of State

ROB SMITH
(Principal Private Secretary)

GTN 2194 0706/0707
Fed 2095
(Direct Lines) 934-0706/7

IAN HUGHES
(Assistant Private Secretary)

CLAIRE JONES
(Diary Secretary)

ALISON KENNEDY
(Cabinet Documents Officer)

JOE LOWERY
(Clerical Support)

CHRISTOPHER PATTEN MP
Minister of State

STEPHEN HILLIER
(Private Secretary)

GTN 2194 0938/0939/
0940
(Direct Lines) 934-0938/
39/40

ALISON HIRST
(Diary Secretary)

HELEN BUTLER
(Clerical Support)

THE HON PETER BROOKE MP
Parliamentary Under-Secretary of State

ROS TURP
(Private Secretary)

GTN 2194 - 0712/0713
(Direct Lines) 934-0712/3

ROSEMARY HUSSAIN
(Diary Secretary)

HUGH HUTCHINSON
(Clerical Support)

ROBERT DUNN MP
Parliamentary Under-Secretary of State

(Private Secretary - unfilled)

GTN 2194 - 0709/0710
(Direct Lines) 934-0709/1

RITA MURPHY
(Diary Secretary)

KEVIN AITCHISON
(Clerical Support)

CC NO
LGLs



Y SWYDDFA GYMREIG
GWYDYR HOUSE
WHITEHALL LONDON SW1A 2ER
Tel. 01-233 3000 (Switsfwrdd)
01-233 8545 (Llinell Union)

WELSH OFFICE
GWYDYR HOUSE
WHITEHALL LONDON SW1A 2ER
Tel. 01-233 3000 (Switchboard)
01-233 8545 (Direct Line)

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PREIFAT YSGRIFENNYDD
GWLADOL CYMRU

FROM THE PRIVATE SECRETARY
TO THE SECRETARY OF STATE
FOR WALES

3 October 1985

W
4/10:

Dear Mark,

... I attach for your information a copy of the Press Notice setting out the re-allocation of Ministerial responsibilities within the Welsh Office.

/ I am copying this to Rachel Lomax (Treasury), John Mogg (Department of Trade and Industry), Rob Smith (Department of Education and Science), John Graham (Scottish Office), Tony Laurance (Department of Health and Social Security), Richard Allan (Department of Transport) and Richard Hatfield (Sir Robert Armstrong's office).

Yours ever

Colin

R C WILLIAMS

Mark Addison Esq
Private Secretary to
The Prime Minister

October 1st 1985

MINISTERIAL RESPONSIBILITIES IN THE WELSH OFFICE

The Secretary of State for Wales, the Rt Hon Nicholas Edwards MP, announced today that following the appointment of Mr Mark Robinson, MP, as Parliamentary Under Secretary of State for Wales, Ministerial responsibilities within the Department had been reallocated as follows:

Secretary of State, The Rt Hon Nicholas Edwards, MP

Overall responsibility for the whole Department, continuing to take a special interest in economic matters, industry, European Community issues, agriculture, forestry, Constitutional issues, financial and rate support grant issues.

Parliamentary Under Secretary of State, Mr Wyn Roberts, MP

Education and training, Manpower Services Commission, small businesses, tourism, Development Board for Rural Wales, transport and highways, Welsh language, Arts, National Library and National Museum of Wales, Historic Buildings and Ancient Monuments, Countryside Commission, National Parks, Conservation, general issues relating to public appointments.

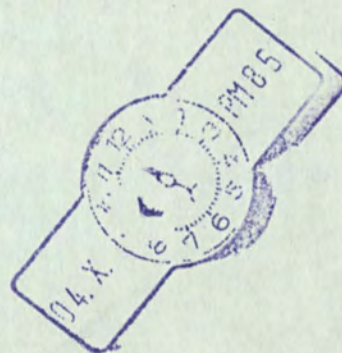
Parliamentary Under Secretary of State, Mr Mark Robinson, MP

Health and Social work, housing, water, local government, land use planning, urban affairs, including urban programme and urban development grants, enterprise zones, sport.

**ADRAN HYSBYSRWYDD INFORMATION DIVISION
CROWN BUILDING, CATHAYS PARK, CARDIFF CF13NQ**

Also: Gwydyr House
Whitehall
01-233 6066

Tel: 82564 3/4/5/6/7



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cc of
GR
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CABINET OFFICE

From the:
Minister of State,
Richard Luce MP

MANAGEMENT AND PERSONNEL OFFICE
Great George Street
London SW1P 3AL
Telephone 01-233 8610

Mark Addison Esq
Private Secretary
10 Downing Street
LONDON SW1

cf psc circulation

27 September 1985

Dear Mark,

Following the recent Ministerial changes I thought it might be helpful to fellow Private Secretaries if I were to clarify Mr Luce's new responsibilities.

Mr Luce's formal title is Minister of State, Privy Council Office and Minister for the Arts. He has two main departmental responsibilities. Firstly, he assists the Prime Minister in her capacity as Minister for the Civil Service, by discharging day-to-day responsibility for the functions of the Management and Personnel Office. Secondly, he is Minister for the Arts, in charge of the Office of Arts and Libraries.

Mr Luce should be included on all heads of departments circulations. He is also a member of E(LA), MISC 66 and E(PSP) Committees and is on the circulation list for E(A), E(LF), H, L, QL and MISC 95.

Our address for all correspondence is as shown on the above letter-heading (we are not located in the Privy Council Office). The Private Office staff are:

- 1 -

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RESTRICTED

	Phone Nos.
Paul Thomas - Principal Private Secretary	233 8610)))
*Miss Sonia Phippard - Assistant Private Secretary	233 8865)) FED 3030)
John Dowling - Assistant Private Secretary (Diary)	233 8923))
Support Unit	233 8960 233 8980

I am copying this letter to all Private Secretary colleagues.

*Yours,
Paul Thomas*

PAUL THOMAS
Private Secretary

*Please note however that John Fuller will be taking over from Sonia Phippard with effect from 14 October 1985

RESTRICTED





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

11 September 1985

David Norgrove Esq
10 Downing Street
London SW1

Dear David,

RESPONSIBILITIES OF TREASURY MINISTERS

I attach a note setting out the allocation of responsibilities among Treasury Ministers, following last week's reshuffle. The main substantive change is the transfer of responsibility for EC business, including UK membership of the Budget Council, from the Economic Secretary to the new Minister of State.

I am copying this letter to Len Appleyard (FCO), Ivor Llewelyn (MAFF), and Richard Hatfield (Cabinet Office).

Yours ever
Rachel

RACHEL LOMAX

RESPONSIBILITIES OF TREASURY MINISTERS

The Chancellor of the Exchequer, the Rt Hon Nigel Lawson MP, in consultation with his Treasury colleagues, has agreed the revised distribution of business set out below:

CHIEF SECRETARY, Rt Hon John McGregor OBE MP

1. Public expenditure control (including local authority and nationalised industry finance).
2. General business of the public services and industry sectors, overseas aid and export credit.
3. Efficiency in the public sector including general policy on Civil Service numbers and financial management in government.
4. Procurement policy.

FINANCIAL SECRETARY, Mr John Moore MP

1. Inland Revenue taxes (except Stamp Duty).
2. General oversight of the Inland Revenue.
3. Privatisation.
4. Parliamentary financial business (Public Accounts Committee, Comptroller and Auditor General (C&AG), Exchequer and Audit Acts).

MINISTER OF STATE Mr Ian Gow TD MP

1. Customs and Excise duties and taxes.
2. General oversight of Customs and Excise.
3. European Community business, including UK Membership of the Budget Council.
4. Civil service pay and conditions.
5. Central Office of Information, HMSO, the Central Computer and Telecommunications Agency, the Government Actuary's Department and the Civil Service Catering Organisation.

ECONOMIC SECRETARY, Mr Ian Stewart MP

1. Monetary policy, and Treasury responsibilities for the financial system, including banks, building societies and other financial institutions.
2. International financial issues and institutions.
3. The Royal Mint, the Department of National Savings, the Registry of Friendly Societies, and the National Loans Office.
4. Industrial Casework.
5. Stamp Duty, Inland Revenue aspects of rates and Inland Revenue Enforcement (Keith).



Caxton House Tothill Street London SW1H 9NF

Telephone Direct Line 01-213 6400

Switchboard 01-213 3000

Rachel Lomax
Private Secretary to the
Chancellor of the Exchequer
HM Treasury
Parliament Street
London SW1P 3AG

5 September 1985

Dear Rachel

ALLOCATION OF MINISTERIAL RESPONSIBILITIES IN THE
DEPARTMENT OF EMPLOYMENT

--- You may like to have the attached note of the re-allocation
of Ministerial responsibilities in this Department.

I am copying this letter to John Mogg (Department of Trade
and Industry), Rob Smith (Department of Education and Science),
John Graham (Scottish Office), Colin Jones (Welsh Office),
Tony Laurance (Department of Health and Social Security),
Richard Allan (Department of Transport), Mark Addison (No 10)
and Richard Hatfield (Sir Robert Armstrong's office).

Yours ever

Leigh

LEIGH LEWIS
Private Secretary

Secretary of State

Overall responsibility for the work of
the Department

Paymaster General

Jobs strategy
Industrial relations strategy
Manpower Services Commission
Financial Management Initiative
De-regulation
City Action Teams

Mr Clark

Unemployment Benefit Service
Social Security issues affecting
employment
Jobcentres
Long-term unemployed
Community Programme
Voluntary Projects Programme
DE special employment measures
Local/regional employment issues
Statistics
Pay
Work Permits

Mr Bottomley

Industrial relations legislation
ACAS
Wages Councils (incl. Bill)
Docks
Health and Safety Commission
Redundancy scheme
Disabled
Equal opportunities
(race, sex)
Employment agencies
Research
International matters
Careers Service

Mr Trippier

Small Firms

Enterprise

De-regulation

Enterprise Allowance Scheme

Tourism

Training

4

Unemployment and the Department of Employment.

The Department of Employment is seen by many as adopting a passive attitude to unemployment, reacting rather than initiating. This short paper outlines a positive programme for the period up to the next election.

Unemployment may or may not go away (probably not during this decade). People may well come to accept its inevitability. What they will not accept is a government that does not appear to be doing all it can to reduce unemployment. This programme may well succeed in reducing numbers in time. If not, there will be no doubt that we worked hard at it.

But, above all, it will show that we do care.

1. Employment.

Turn the Department of Employment into the sponsoring department for employment (in government). Let it be seen to be taking a positive role in furthering employment opportunities. Show that the Government can act,

- By becoming a Department of Enterprise and thus a positive force for employment. Get over the simple message - that people create jobs, not governments!

- By being seen to be interested in employment. Take a role in small firms and tourism (be the sponsoring Department?) and in all areas that have opportunities for the expansion of employment.

- By removing the obstacles to the growth of employment.

Then

- Expand and really sell schemes like the Enterprise Allowance Scheme which have a positive effect on employment once the scheme is finished.

- Look at ways that we can build on the Enterprise Allowance Scheme to include the employed.

- Combine the Community Programme and other central government schemes with CATS and create a Private Sector Job Regeneration Scheme in the inner cities. Let us be seen to tackling the problem where it really exists, in the run down inner urban areas. Let DE become the lead Department, building on CATS, to combine the activities of DoE and DTI.

- Ensure that the legislation on Wages Councils provide for an industry by industry review and make it easy for industries to abolish them.

From DTI
Small firms
Tourism
? Regional Policy?
English Ind.
Estates
From D. Young
Enterprise Unit
City Action
Team
Regulation

- Examine the employment effects of some of the regulations and practises of the Health and Safety Executive.
- Look very hard at the implications of some financial and fiscal policies for their effect on employment. For example are the Keith Committee savings as important as their effect on employment?
- Be seen to be taking a real interest in the next Budget in the interest of employment.
- Take another look at the difficult problem of rent decontrol. See if we cannot use existing legislation to help the enterprising to move to jobs.
- Above all be radical in our drive for full employment, not in wishing to spend further monies, but to spend our existing spend better (which could involve crossing Departmental boundaries).

2. Unemployment.

- Start to bring home the relationship between benefits and unemployment. Accept the Green Paper as a start but not as a final answer. The proposals will simplify bureaucracy but I doubt that we have really thought through its effect on claimant numbers.
- Get the incentive gap into the language. Make people aware of the continuing level of benefit claimants in the South.
- Expose the black economy time and time again. If we cannot make a substantial reduction in the number of benefit claimants before the election (and I believe that we can) then let us expose the problem for what it really is.
- Consider reintroducing compulsory registration at Jobcentres as a preliminary step towards the introduction of a form of workfair. Bring forward Beveridge message that continual benefit brings dependency.
- Have a real input in DHSS decisions that either,
 - a. Add to unemployment by increasing social security levels.
 - b. Add to the black economy by imposing excessive regulation.

3. Deregulation.

- Retain the Deregulation Task Force (although it could still be situated in the Cabinet Office). Continue with an intensive series of bilaterals with other Departments. Whenever changes are agreed then announce them at the time and again with a White Paper to be published at Easter.
- Offer to act as a type of Ombudsman to the general public in cases of excessive regulation, not to rectify individual grievances but to examine, and hopefully lift, the burden.
- Deal as a matter of priority with the deregulation drive in Europe. Agree with the FCO that DE should lead.
- Bring home the message that every regulation has a cost - and its often someone else's job.

4. Education and Training.

DES latest figures show that only 30% of 17 year olds in full time education compared with 87% for both USA and Japan, 73% for the Netherlands and 59% in France. Germany has a participation rate in vocational education and training of 84%.

At 18 we drop to 19%.

Therefore we should

- Find a way to replicate TVEI.
- Get the 2 year YTS accepted and understood.
- These would be priority objectives within a programme to change the MSC to a National Training Agency (which could well break the tripartite mould). This would be launched as a positive step to help both young people and the future industrial health of the Nation. This would be announced in a White Paper in June/July to be followed by legislation in 1986/7.
- Establish a Research and Development Centre for Vocational Education and Training - partially funded by MSC and the balance by Employers.
- Review of Vocational Qualifications (due to be completed in 1986) could be extended to include all 16 and 18+ examinations
- Work towards a target of

15% Higher education
35% TVEI until 18
50% Two Year YTS or employment

and make this a Manifesto pledge.

- Remove under 18 benefit as of right as a Manifesto pledge.

Adult Training.

- We should really take some real steps towards training loans or even adopt the American plan for an Individual Training Account which is presently before Congress.
 - Otherwise our priorities should be for the under 25 group (perhaps slant the Community Programme to the under 25's with a real retraining element).
 - Look to the future of Open Tech which will otherwise fade away this year. We should accelerate the drive for the retraining of Britain.
-

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DEPARTMENT OF EMPLOYMENT: POSSIBLE EXPANSION OF FUNCTIONS

I. EXISTING DEPARTMENT

The Department of Employment's existing functions are:

- a. training policy
- b. careers services
- c. employment creation and preservation (eg Voluntary Projects Programme, Enterprise Allowance Scheme, community Industry and Community Programme, early retirement, job release scheme, work-sharing)
- d. employment regulation (employment protection, race relations, equal opportunities etc)
- e. industrial relations (disputes, pay bargaining)
- f. unemployment benefit service (as agent of DHSS)

Also within the Employment group are:

The Manpower Services Commission - funded by grant in aid by Department of Employment, Scottish Office and Welsh Office. MSC runs employment services (job centres, help for disabled and long term unemployed), provides vocational, occupational, and industrial training (eg Youth Training Scheme) and has just taken responsibility for some work-related non-advanced Further Education.

The Health and Safety Commission and Executive - which polices the health, safety and welfare of those at work.

The Advisory, Conciliation and Arbitration Service - which conciliated in industrial disputes.

2. Current manpower is:

*Department of Employment 29,919 (1.4.85) falling to 27,803 (1.4.88)

HSE 3662 (1.4.85) falling to 3644 (1.4.88)

ACAS 639 (1.4.85) falling to 625 (1.4.88)

3. Existing management is:

Secretary of State
Minister of State
Parliamentary Under Secretary of State
Lord in Waiting

Permanent Secretary since 1983 - Sir Michael Quinlan (born August 1930, previous experience in MOD and Cabinet Office)

Three Grade 2 (Dep Sec) and nine Grade 3 (Under Sec)

4. Regional Network

The Department of Employment has regional offices for its unemployment benefit service in London, Birmingham, Newcastle, Manchester, Bristol, Leeds, Edinburgh and Cardiff. It has very

* Note Most are in the unemployment benefit offices (f)
Interface between unemployment benefit offices and DHSS benefit offices is currently under review. Results (summer 1986) could lead to proposals for change in responsibilities in the medium to long term.

small outposts in the first six for its careers services. The MSC has its Headquarters in Sheffield and has regional offices in London, Basingstoke, Leeds, Birmingham, Manchester, Newcastle, Bristol, Edinburgh and Cardiff.

II NEW FUNCTIONS

5. Under the proposals, the Department of Employment would take over from the Department of Trade and Industry and Department of the Environment the main Government instruments (excluding fiscal instruments) of job creation. It would also absorb the Enterprise and new Deregulation Units at present located in the Cabinet Office.

6. The functions are:

from the Department of Trade and Industry

i. Regional Policy and Assistance. This covers European Community money as well as the two main support schemes - Regional Development Grants and regional selective assistance. Both are aimed at job creation/maintenance.

One Grade 3 command in London and regional offices. Regional Development Grants are administered through two dedicated DTI offices at Billingham and Bootle, and selective assistance through DTI's 7 regional offices (London, Newcastle, Manchester, Leeds, Nottingham, Birmingham and Bristol). Nos approx: 70 in London, 90 (Billingham and Bootle) plus regional office staff.

ii. Small Firms. The Loan Guarantee Scheme, general advice and guidance to small firms and promotion of small firms' interests.

Part of a Grade 3 command in London and small firms centres in Newcastle, Manchester, Leeds, Nottingham, Birmingham, Bristol, London Cambridge and Reading. Nos approx: 50 in London and 40 to 50 in regions.

iii. Advance factories. (English Industrial Estates Corporation).

Part of an AS command. Nos: (part of i.)

iv. Tourism. Grant aid to British Tourist Authority and English Tourist Board and grants for specific projects.

Part of an AS command. Nos 15-20.

In addition the Department of Employment might take on:

v. Inward investment by overseas manufacturing and service industries. Nos approx: 40 and would need to take in part of the work of

vi. Industrial Development Unit. This advises on selective assistance policy and undertakes appraisal of proposals. But it also advises on functions which would stay with DTI (eg British Leyland). Nos perhaps 10.

from the Department of the Environment

vii. Inner city action and CATS. This covers inner city policy generally and the co-ordination of the new City Action Teams (CATS) as well as the Urban Programme. There is a London Grade 3 command but much of the detailed work is done in DOE's regional offices (London, Birmingham, Leeds, Manchester, Newcastle, Bristol and Nottingham). Nos approx: 40 .

and for consideration is:

viii. Derelict land grants and enterprise zones

Nos approx: 15

ix. Sponsorship of the Development Commission which grant aids development projects in rural areas. Nos 1-2.

7. The DTI functions could be transferred to the Department of Employment without the DOE functions, or vice versa - simply transferring from DOE the "Co-ordination" of the City Action Teams (CATS) and leaving the the spending instruments - the urban grants - behind.

Mechanics

8. The main functions are vested in a "Secretary of State" and can therefore be transferred administratively. But it will almost certainly be necessary to have a tidying up Transfer of Functions Order to take care of odd statutory powers and property. This will be subject to negative resolution. Parliamentary opposition on policy grounds is unlikely. But it is just possible that the Civil Service trade unions might attempt to stir up opposition because of the disruption to their membership.

9. The main problems will lie in transferring people and accommodation and in sorting out a new Department of Employment organisation (and revised DOE and DTI arrangements), particularly in the regions. About 250 jobs would transfer from DTI and DOE in central London and perhaps 300 plus in the regions.

III MAIN POINTS TO NOTE

10. The role of a new Secretary of State for Employment vis a vis Secretaries of State for Scotland and Wales needs to be clear. Employment policy is GB-based, but the employment instruments transferred to the Department of Employment are England only. An initial statement that the new Secretary of State will work closely with the two territorial Secretaries of State in developing policies for job creation will probably do as a first step. But some co-ordinating machinery will be needed later.

11. The transfer of the DTI functions will produce breaks in expertise and in contacts. Some schemes of financial assistance will also remain with DTI (eg those relating to micro-electronics, robotics etc). The expanded Department of Employment and the residual DTI will need to make their respective responsibilities clear to industry immediately, even if it is some months before the backing organisational changes are in place and working.

12. The transfer of DOE's urban work will break the links with DOE's housing work in inner cities and with local authority programmes. Local authorities (who are the main recipients of Central Government's urban aid) may see the transfer of functions to the Department of Employment as a threat of more direct Central Government intervention. They will also therefore need a clear signal from the start.

13. The main reorganisation needed will be in the DOE/DTI regional networks, on which the new Department of Employment network needs to be built. There will also be a fairly considerable task of reorganisation at Headquarters. Although staff will transfer with their functions, the DTI trade union side may oppose the move on the grounds that it comes only two years after the disruptive re-merger of the Departments of Trade

and Industry (and other changes) and at a time when the DTI has only just settled into its new shape. The impact of the announcement of the new Department could be dissipated if it is followed by some confusing months of "who does what". Resources will therefore need to be devoted to plan and deliver the changes to a firm timetable. [It could take six months to get all the new arrangements in place].

PRIME MINISTER

REGIONAL POLICY

The following is based on a discussion with Peter Gregson.

If regional policy was transferred to the Department of Employment, Peter believes that responsibility for attracting inward investment would need to go to that Department as well - the main motive for attracting inward investment is to benefit the regions, and especially to create jobs. He had envisaged that would happen in his earlier advice to you.

The transfer of responsibility for regional policy to the Department of Employment would take with it to that Department responsibility for the administration of both Section 7 and Section 8 of the Industry Act in so far as these powers were exercised for regional policy purposes. This would not prevent e.g. the Secretary of State for Industry exercising Section 8 powers for another purpose (e.g. to make grants to encourage industrial innovation). This division of responsibility for the administration of Section 8 powers between two Secretaries of State is not unprecedented: for example, under the Labour Government (and at the beginning of yours) the Secretary of State for Energy used Section 8 powers for effectively subsidising British built equipment for the North Sea.

You were concerned that the transfer of regional policy responsibility to the Department of Employment might require a company, like Nissan, to shop around between two Departments for grant - the Department of Employment for "normal" Section 7 regional grants and Section 8 for the special incentives. Under the arrangement described above, this would not happen. The company would have dealt, for purposes of grant, with the Department of Employment. Of course, the Department of Industry, as the sponsor Department for the car industry, would have been much involved in the negotiations.

/So

So my conclusion is that the difficulties of transferring regional policy responsibility to the Department of Employment are not quite as great as Mr. Tebbit might have suggested. But certainly a point worth considering further.

N.h.W.

31 August, 1985

MR WICKS

Copy No: 2 of 2

You asked me in strict confidence for my personal reactions to two possible changes in the machinery of government:

- (i) The transfer to the Department of Employment:-
- from the Department of Trade and Industry its responsibilities for regional industrial policy and assistance, small firms, tourism and de-regulation;
 - from the Department of the Environment its responsibilities for action in the inner cities;
 - from the Cabinet Office the Enterprise Unit.
- (ii) The transfer from the Department of Trade and Industry to the Department of Energy of responsibility for steel and shipbuilding.

2. On (i), I think that this would have some major presentational advantages. It is difficult for the Secretary of State for Employment to have to defend the unemployment figures month by month when his own ability to influence them is limited largely to special employment measures which many people regard as not concerned with real and lasting jobs. The changes would give him direct responsibility for more of the tools which may help to create real jobs. It would still not give him total responsibility for those Government policies which have a bearing on job creation (eg the Treasury's fiscal measures and the DTI's support for innovation), but it would probably not be sensible to go further. It is likely that a change of this kind could be made without serious damage to the public's perception of the DTI whose range of responsibilities would remain very wide.

3. The change at (i) would involve some organisational upheaval and there would be some particular problems, although these

would probably not be insuperable (the most obvious are the fact that the DTI's responsibilities for regional industrial policy and assistance, small firms and tourism extend only to England, and the question of whether the DTI's regional organisation, which deals also with exports and some other DTI matters, would have to be transferred to the Department of Employment). You are receiving separate advice on the detailed organisational issues.

4. As to (ii), the Department of Energy, which is one of the smaller Departments, would have no difficulty in accommodating responsibility for steel and shipbuilding. There would be a marginal advantage managerially in making the Department of Energy a somewhat larger unit. There would however be two serious disadvantages. The first is the effect on the public's perceptions of the DTI. If combined with the change at (i), the additional change at (ii) would look like a vote of No Confidence in the DTI. The only way of counter-acting this would be to argue that the DTI would be freed to carry out some important new tasks. It may however be difficult to say convincingly what these might be.

5. The other serious disadvantage is the difficulty of explaining the logic of the Department of Energy's enlarged responsibilities. It is true that the old Ministry of Fuel and Power had responsibility for a time for steel as well as the energy industries, but this was at a time when coal and steel were thought to be very closely linked as the commanding heights of the economy (the same thinking which created the European Coal and Steel Community). Steel has very little connection with the energy industries now, other than the fact that it is one of the larger consumers of coal. Shipbuilding has very little in common with any of the Department of Energy's responsibilities, except perhaps that it is an industry like coal which needs to contract. There have been suggestions over the years for turning the Department of Energy into a Department of Nationalised Industries. It is however an

SECRET AND PERSONAL

old-fashioned notion now. A major part of the Department of Energy's work is concerned with the private sector oil industry, and British Gas will be privatised next year in the next session. There are many other nationalised industries besides steel and shipbuilding which would need to be added to form a convincing Department of Nationalised Industries, eg British Rail, National Bus, the Post Office* and the Water Authorities. It would therefore be difficult to devise a convincing rationale for having a Department dealing with the energy industries, steel and shipbuilding.

PL

P L GREGSON

29 August 1985

* which would presumably remain with DTI?

SECRET AND PERSONAL

PRIME MINISTER

COPY 2 of 2

POSSIBLE MACHINERY OF GOVERNMENT CHANGES

Following our talk yesterday, I held a meeting in the most strict confidence with Peter Gregson, Ms Genie Turton, (Head of Machinery of Government Division, MPO) and Richard Hatfield (Sir Robert Armstrong's Private Secretary).

As a result, I now enclose a minute from Gregson which concludes that the transfers of functions to the Department of Employment make presentational and policy sense, although there are inevitable organisational frictions. However, he sees less justification for the transfers to the Department of Energy. I agree with his advice throughout.

Also attached is a note from Ms Turton which sets out some of the (soluble) mechanical points involved.

Hatfield will alert Sir Robert when he comes into the office tomorrow. I suggest that, as the next step, you should discuss these matters with him after your meeting on Northern Ireland tomorrow. We can then decide how best to carry matters forward.

N L WICKS

29 August 1985

SECRET AND PERSONAL

Caxton House Tothill Street London SW1H 9NF

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Exchange – 01-213 3000 Telex 915564 DEPEMP

October 25, 1983

RESPONSIBILITIES OF DEPARTMENT OF EMPLOYMENT MINISTERS

FEPP
to n/a
D

Mr Tom King, Secretary of State for Employment, today announced the responsibilities of the Ministers in his Department.

In answer to a Parliamentary Question from Mr David Lightbown MP (South East Staffordshire), Mr King said:

"I have overall responsibility for all matters relevant to my Department. The division of responsibilities among my Departmental Ministers is as follows:

Minister of State: Mr Peter Morrison

Strategic employment issues
Manpower Services Commission
Training (Youth Training Scheme, Industrial Training Boards,
Training Opportunities Programme)
Community Programme
Careers Service
Employment Services; employment agencies
Labour Market research

Minister of State: Mr John Selwyn Gummer

Industrial relations: Trade Union Bill; employee rights;
employee participation
International matters
Financial and staff management in the Department
Dock Labour
Redundancy payments
Job Satisfaction
Health and Safety Commission
Pay; Wages Councils; holidays

Parliamentary Under Secretary of State: Mr Alan Clark

Unemployment benefit; social security issues affecting
employment

Political activities of trade unions; Trade Union Bill
(with Mr Gummer)

DE Special Measures

New firms; Enterprise Allowance

Disabled People

Race Relations in employment

Women's employment issues

Work permits

Statistics

Local and regional employment issues"

FOR MACH:
May 79.

P. file

Ministers with what has come to be seen
as special responsibility (as distinct
from specific allocation of responsibility
within their Department):-

Merseyside: ^{Pass on to Jenkin} ~~Heseltine passed on to King-~~

West Midlands: John Butcher

Co-ordination of Presentation: Biffen

Information Technology: Baker (though more
a consequence of his presentational success
of the subject)

Children's Play: Macfarlane

Community relations: Sir George Young



10 DOWNING STREET

From the Principal Private Secretary

SIR ROBERT ARMSTRONG

I have shown to the Prime Minister your minute of 14 June covering a draft letter to Mr. Middleton about the position of Lord Gowrie. The Prime Minister has commented that the penultimate paragraph goes a little beyond what you promised to Lord Gowrie; but, as you know, she has discussed it with the Chancellor of the Exchequer, and he is content with it subject to the substitution of "some Treasury meetings" for "some of the Chancellor of the Exchequer's meetings". I have also given a copy of the paragraph to the Lord President, who had it before him when he was having a discussion with Lord Cockfield. It was subsequently confirmed to me that the Lord President was content, subject to substituting "a spokesman on economic affairs" for "a Treasury spokesman".

With these amendments, the Prime Minister is content that you should write to Mr. Middleton in the terms suggested.

You told me that you would be making a further submission in due course about transfers of work between the Treasury and the MPO, and I have not, therefore, sought the Prime Minister's decision on the transfer mentioned in your submission on the machinery of government at the centre.

E. E. R. BUTLER

16 June, 1983



Prime Minister
Are you content with
his ?

Ref. A083/1686

MR BUTLER

HERB
15.6.

I believe that, for the avoidance of doubt, it would be prudent to get Lord Gowrie's position clearly defined and understood.

2. For this purpose I propose to write to Mr Middleton in the terms of the draft attached. I should be grateful for your confirmation that this represents the Prime Minister's and your understanding of the position.

RA

ROBERT ARMSTRONG

14 June 1983

The last para goes a little beyond my memory - but will have a word with Nigel Lawson about it.



DRAFT LETTER FROM SIR ROBERT ARMSTRONG TO
P E MIDDLETON ESQ, Treasury

I am writing to put on record what I told you on the telephone about the position of Lord Gowrie.

Lord Gowrie has been appointed Minister of State, Privy Council Office (Minister for the Arts). As Minister for the Arts, Lord Gowrie will be responsible for the Office of Arts and Libraries which will be transferred from the Department of Education and Science and attached to the Privy Council Office. An order will be laid before Parliament transferring the functions from the Secretary of State for Education and Science to the Lord President of the Council, but the Lord President's responsibility will be purely nominal.

The Prime Minister has also asked Lord Gowrie to assist her in her capacity as Minister for the Civil Service by discharging the day-to-day responsibilities for the functions now discharged by the Management and Personnel Office, which will become part of the Cabinet Office.

The Office of Arts and Libraries will be a "free-standing" office, nominally attached to the Privy Council Office, but for all practical purposes independent. It will continue to have its own ^{public expenditure} ~~PES~~ programme and its own manpower ceiling. The official in charge of it will need to be appointed to be its



Accounting Officer. For establishment purposes, however, I propose that it should share common services with the Cabinet Office and the MPO, under John Stevens's direction. I hope that there could be some flexibility on manpower ceilings as between the three units.

The Management and Personnel Office will be part of the Cabinet Office, but will be a separate and accountable unit, retaining its own Accounting Officer (Peter Le Cheminant), and with its own ^{public expenditure} ~~PEES~~ programme and manpower ceiling. You and I have agreed to discuss in due course possible marginal transfers of work between the Treasury and the MPO.

I understand that the Prime Minister has asked Lord Gowrie, and he has agreed, to be a ~~Treasury~~ ^{on economic affairs} spokesman in the House of Lords. The Prime Minister hopes that Lord Gowrie will be kept in touch with the development of Treasury policies and thought - for instance, by attendance at some ~~of the Chancellor~~ ^{Treasury} ~~of the Exchequer's~~ meetings - so as to be properly equipped for this part of his duties. That will of course be facilitated by the move of MPO into the New Public Offices, which I gather is due to take place in August or September; after that Lord Gowrie's office will be in your building and he will be readily accessible to the Treasury.

I am sending a copy of this letter to George Engle.

[transfer of work
These will be submitted
to the PM for approval
before anything is decided]
PEES

[I have read over
this paragraph to
Mr. Whitehall's office,
who have confirmed
that there is need for
a second spokesman on
economic affairs in the
Lords, in addition
to Lord Cockfield].
PEES



LWA

10 DOWNING STREET

From the Principal Private Secretary

SIR ROBERT ARMSTRONG

The Secretary of State for the Environment has said that he would like to change the designation of Lord Bellwin from Minister of State (Local Government and Environmental Services) to Minister for Local Government. I should be very grateful if you could give the Prime Minister your advice on this suggestion.

Looking at the tables of Ministerial offices, I imagine that Lord Bellwin's formal title would be "Minister of State (Local Government)" instead of "Minister of State (Local Government and Environmental Services)" and that the title "Minister for Local Government" would be used informally in the same way as Mr Channon is called Minister for the Arts, and Mr Raison Minister of Overseas Development ?

The letter from the Secretary of State's office was dated 7 January and did not arrive until after the Prime Minister had left for the Falklands. In view of the passage of time, it would be very helpful if you could advise as soon as possible.

BJR (

F.R.S

13 January 1983

AA

cc Switch

Cort. M. King



From the Secretary of State

Nick Sanders Esq
10 Downing Street
London, SW1

25 June 1979

Dear Nick

Further to Tom Harris' letter of 8 May I would just like to let you and other Private Secretaries know of the recent telephone and accommodation changes that have taken place in our Ministers' offices.

(1) SECRETARY OF STATE'S OFFICE

From today telephone extensions (215-) 5525, 5659, 3343 and 5142 should no longer be used, but instead (215-) 5422/3/4 and 5. Our Federal numbers remain the same.

(2) NORMAN TEBBIT'S OFFICE (PARLIAMENTARY UNDER SECRETARY OF STATE FOR TRADE)

Are now housed in Room 810 (Victoria Street) and their new extensions are (215-) 3781, 3782 and 3783. They have no Federal numbers.

(3) REGINALD EYRE'S OFFICE (PARLIAMENTARY UNDER SECRETARY OF STATE FOR CONSUMER AFFAIRS)

They now occupy Room 812 (Victoria Street) and their extensions are (215-) 5147, 5148, 5149 and 5145. Their Federal Number will be 2799 but this is still to be installed.

I hope the list is useful to you and your colleagues.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet and to Martin Vile in the Cabinet Office.

Yours Sincerely

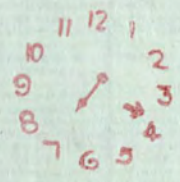
Augh Bartlett.

H W BARTLETT
Private Secretary

ONCE UPON A TIME

CONSTITUTION

25 JUN 1979



Gout. Mach

CF to keep?

five

DSG

cc: Switchboard



10 DOWNING STREET

From the Private Secretary

13 June 1979

Thank you for your letter of 13 June, with information about the Lord President's new telephones. We have noted this.

M. A. PATTISON

Miss C. M. Anderson,
Lord President's Office.

DS



Civil Service Department
Whitehall London SW1A 2AZ
01-273 4400

13 June 1979

Mr M Pattison
Private Secretary
10 Downing Street
LONDON SW1

Dear Mike,

LORD PRESIDENT'S SCRAMBLER TELEPHONES

The Lord President has had installed in both his town and country residences, a 'scrambler' telephone. These lines will be used for all official calls and any other calls which require a 'secure' line. His telephone numbers therefore are now:

1. 7 St Albans Mansion
Kensington Court Place
London W8

Tel: 937-2399

Scrambler line: 937-4115

2. Castle Mill House
North Warnborough
Near Basingstoke
Hants

Tel: 025-671 (Odiham) 2601

Scrambler line: 025-671(Odiham) 2702

*Yours sincerely,
Candice Anderson*

Miss C M Anderson
Assistant Private Secretary

13 JUN 1979

12 1 2 3
4 5 6 7 8 9

12 1 2 3
4 5 6 7 8 9



Govs Macar.
cc Ministers (Files)
May 75

10 DOWNING STREET

From the Private Secretary

11 June 1979

The Prime Minister has seen and noted your letter to Ken Stowe of 7 June, setting out the titles by which the Scottish Office Junior Ministers are to be known. The Prime Minister is content.

I am copying this letter to Martin Vile (Cabinet Office).

N. J. SANDERS

Kenneth MacKenzie, Esq.,
Scottish Office.

Seam



OK Ministers (Titles) PA PRIME MINISTER 2
May 59 To note. This makes sense

NEW ST. ANDREWS HOUSE in Scotland.
ST. JAMES CENTRE MS
EDINBURGH EH1 3SX 8/VI

K R Stowe Esq CB
Principal Private Secretary
10 Downing Street
Whitehall
LONDON SW1

7 June 1979

Dear Ken,

My Secretary of State has noted paragraph 32 of Questions of Procedure for Ministers, circulated on 24 May, about the use of courtesy titles by junior Ministers. In furtherance of the Government's election commitment that Scottish Office Ministers should be more readily identifiable with their subjects, the following designations were announced on 9 May and the detailed allocation of subjects was attached to my letter to Nick Sanders of 10 May:-

Earl of Mansfield	-	Minister of State for Agriculture and Fisheries
Mr Fletcher	-	Minister for Industry and Education
Mr Fairgrieve	-	Minister for Health and Social Work
Mr Rifkind	-	Minister for Home Affairs and the Environment.

Mr Younger believes that these titles, which are used in all correspondence and press notices, have been widely welcomed in Scotland.

I am copying this letter to Martin Vile.

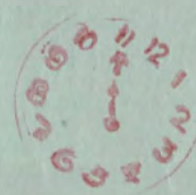
Yours sincerely,
Kenneth Mackenzie

K J MACKENZIE
Private Secretary

ms

EDWARD ROSE BARRAZA
211 DUMAS STREET
SAN FRANCISCO, CALIFORNIA

JUN 8 1979





Govt
Mach
1. MR PATTON ON
to see
2. PA
MS

DEPARTMENT OF HEALTH & SOCIAL SECURITY

Alexander Fleming House, Elephant & Castle, London SE1 6BY

Telephone 01-407 5522

From the Secretary of State for Social Services

Nick Sanders Esq
Private Secretary
10 Downing Street
London SW1

5 June 1979

Dear Nick

MINISTERIAL RESPONSIBILITIES AND PRIVATE SECRETARIES

I attach a list of Ministers in DHSS with their respective allocated responsibilities and private secretaries, which I trust will be of use.

I am copying this letter to the private secretaries to all members of the Cabinet and the Minister of Transport, and to Martin Vile (Cabinet office).

Yours sincerely,

RUPERT WOOLLCOMBE-ADAMS
Private Secretary

Enc

MINISTERIAL RESPONSIBILITIES WITHIN THE DEPARTMENT OF HEALTH AND SOCIAL SECURITY

1. The Secretary of State, The Rt Hon Patrick Jenkin MP will deal with all major policy issues. (Private Secretaries: Don Brereton, Stephen Hickey and Rupert Woollcombe-Adams Tel FED 1687:)
2. The Minister for Health, Dr Gerard Vaughan MP will deal with other matters of policy on, and day-to-day administration of, the health and personal social services. (Private Secretary: Miss Z Spencer Tel FED 2491.)
3. The Minister for Social Security with Special Responsibility for the Disabled, The Rt Hon Reginald Prentice MP, will deal with other matters of policy on, and day-to-day administration of, social security, and with matters concerning disabled people and war pensioners. (Private Secretary: Mrs Roberta Paley Tel FED 1666.)
4. The Parliamentary Under Secretary of State (Social Security), Mrs Lynda Chalker MP, will generally assist the Minister for Social Security, and particularly on matters relating to the Supplementary Benefits Review, the self-employed, computer policies and plans for the operational development of the Social Security schemes and their simplification. (Private Secretary: Owen Thorpe Tel FED 2736.)
5. The Parliamentary Under Secretary of State (Health and Personal Social Services), Sir George Young MP, will generally assist the Minister for Health, and particularly on matters relating to the personal social services, prevention and health, and mental health and handicap. (Private Secretary: Mrs Lynne Fosh Tel FED 2328.)
6. The DHSS Spokesmen in the House of Lords are Lady Young, who will usually deal only with major debates and legislation (she can be contacted through her private office in the Department of Education and Science, where she is Minister of State); and Lord Cullen who will deal with day to day business, small bills and delegated legislation. (His office can be contacted through the Parliamentary Clerk, Miss Eleanor Sanders: Tel FED 2493)



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

17th May 1979

Dear Mike,

THE RESPONSIBILITIES OF TREASURY MINISTERS

The Chancellor has approved the allocation of duties amongst the other Treasury Ministers set out in the attached note. Also included for convenience are the names and telephone numbers of their Private Secretaries.

The Chancellor of the Exchequer is of course in overall charge of the Treasury, and Tony Battishill and I, together with John Nelson who handles the diary, continue to man his Private Office.

I am copying this letter to the Private Secretaries to all members of the Cabinet, and to Sir John Hunt.

Yours ever,

M.A. Hall

(M.A. HALL)

Mike Pattison, Esq.,
No.10, Downing Street



THE RESPONSIBILITIES OF TREASURY MINISTERS

Chief Secretary (The Rt. Hon. John Biffen, MP)

1. Public Expenditure and the general business of the Public Services Sector (except as delegated to the Financial Secretary)
2. Industry, Energy, Nationalised Industries (except disposals of assets, delegated to the Financial Secretary)
3. Public Service Pay

Private Secretaries:

A.C. Pirie (Alastair)	PS	233 3086	FED
R.J.T. Watts (Roger)	APS	233 3155	2187

Financial Secretary (Nigel Lawson, MP)

1. General assistance to the Chief Secretary
2. Normally deals with detailed public expenditure business on the following subjects:
 - Disposal of assets (including disposals from nationalised industries)
 - Export Credits
 - Overseas Aid
 - *EEC Budget
 - *Agriculture, including EEC aspects and the Common Agricultural Policy
 - Housing
 - Local authority business in general (except local authority aspects of education, roads, transport, social services)
 - Scotland, Wales and Northern Ireland
 - Environmental Services
 - Property Services Agency
 - Public Procurement
 - HM Stationery Office and Central Office of Information
3. Parliamentary financial business including business concerning the Public Accounts Committee, C & AG and auditing matters, and review of the Exchequer and Audit Acts



- *4. Monetary policy, Banks, Building Societies, National Savings
- *5. Overseas Finance; exchange control; export credit.

*The Financial Secretary will assist the Chancellor on items 4 and 5, and on the EEC Budget and EEC aspects of agriculture, including the C.A.P.

Private Secretaries:

Mrs. P.C. Diggle (Paula)	PS	233	3608	FED
A.S.P. O'Flynn (Aidan)	APS	233	8703	2621

Minister of State (Commons) Peter Rees, QC, MP

1. Case work and policy (except as below) from Inland Revenue (personal taxation, except Capital taxes)
2. Policy questions on VAT and other Customs and Excise matters
3. Case work for Customs and Excise
4. Petroleum Revenue tax
5. Treasury minor Departments

Private Secretaries:

R.J. Broadbent (Richard)	PS	233	3848	FED
M.C. Felstead (Max)	APS	233	3429	1782

Minister of State (Lords) (The Lord Cockfield)

1. Major policy questions on income and corporate taxation
2. Policy on capital taxation
3. Development Land Tax
4. Major issues of fiscal policy not otherwise specifically allocated.

Private Secretaries:

N.V. Brotherton (Nigel)	PS	233	8885	No
N.R. Stutely (Richard)	APS	233	3704	Federal

CONFIDENTIAL



Foreign and Commonwealth Office

London SW1A 2AH

17 May 1979

Dear Nick,

Private Secretaries to Ministers in the Foreign & Commonwealth Office

George Walden's letter of 11 May set out the Ministerial responsibilities in the Foreign and Commonwealth Office. I attach a note giving their Private Secretaries and telephone numbers.

I am sending a copy of this letter and its enclosures to the Private Secretaries of members of the Cabinet and to Martin Vile (Cabinet Office).

Yours ever

Paul

(P Lever)
Private Secretary

Nick Sanders Esq
10 Downing Street
LONDON

CONFIDENTIAL

SECRETARY OF STATE FOR FOREIGN AND COMMONWEALTH AFFAIRS

The Right Honourable The Lord Carrington KCMG MC

Private Secretary

G G H Walden 233 5791 Federal 2422/2941

Assistant Private Secretaries

P Lever 233 4831 Federal 2422/2941

J S Wall 233 4641 Federal 2422/2941

M Turner (Miss) 233 4650 Federal 2422/2941

LORD PRIVY SEAL

The Right Honourable Sir Ian Gilmour MP

Private Secretaries

M J Richardson 233 4755 Federal 2424

S J Gomersall 233 4755 Federal 2424

Assistant Private Secretary

R M White 233 4367

MINISTER OF STATE

Mr Douglas Hurd CBE MP

Private Secretary

C T W Humfrey 233 7809 Federal 2075

Assistant Private Secretary

D J Hopkins (Miss) 233 7857 Federal 2075

MINISTER OF STATE

Mr Nicholas Ridley MP

Private Secretary

K D Temple 233 5275 Federal 2429

Assistant Private Secretary

J W Yapp 233 5284 Federal 2429

MINISTER OF STATE

Mr Peter Blaker MP

Private Secretary

C A Munro	233 5940	Federal 2801
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Assistant Private Secretary

C A Hamilton	233 5940	Federal 2801
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MINISTER OF STATE

Mr Neil Marten MP

Private Secretary

R M Graham-Harrison	213 5419	Federal 1661
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Assistant Private Secretaries

M J Dinham	213 5559	Federal 1661
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J Newby (Ms)	213 5559	Federal 1661
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A Andrew (Miss)	213 5559	Federal 1661
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PARLIAMENTARY UNDER SECRETARY OF STATE

Mr Richard Luce MP

Private Secretary

K Manning	233 3461	Federal 1577
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Assistant Private Secretary

Miss O R Walker	233 3010	Federal 1577
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Department of Transport
2 Marsham Street London SW1P 3EB

Telephone 01-212 3434

N J Sanders Esq
Private Secretary to
the Prime Minister
10 Downing Street
LONDON
SW1

16 May 1979

Dear Nick

I enclose the note you asked for setting out the allocation of responsibilities between Ministers of the Department of Transport, together with a note of their Private Secretaries.

I am sending copies to the private secretaries to members of the Cabinet and to Martin Vile.

Yours

Gene

MRS E C FLANAGAN
Private Secretary

DEPARTMENT OF TRANSPORT

Allocation of Ministerial Responsibilities

Minister of Transport - Mr Norman Fowler

Overall transport policy and major legislation, appointments, finance and public expenditure (including taxation), overall policy towards the nationalised transport industries, road safety policy and legislation, Traffic Commissioners, overall policy on highways, EEC and international matters, transport in London, lorry weights and dimensions.

Principal Private Secretary - Genie Flanagan

Private Secretaries - Viveca Dutt, Chris Edwards

Telephone 01-212 3751 Federal 1693

Parliamentary Secretary - Mr Kenneth Clarke

Casework on highway schemes, railways driver and vehicle licences, international road freight permits etc; heavy vehicles, dangerous goods etc; road safety generally; car parking and traffic management; two-wheeled transport.

Private Secretary - Andrew Ramsay

Telephone 01-212 7051 Federal 2890

PRIVATE SECRETARIES TO MINISTERS

Secretary of State

Rt Hon Michael Heseltine MP

Principal Private Secretary - David Edmonds
Assisted by Mrs Liz Meek
Paul Bristow
Miss Audrey Mason
Mrs Catherine Mackintosh

Tel: 212 8001 Fed: 2488/2028

Minister for Local Government and Environmental Services

Rt Hon Tom King MP

Private Secretary - Peter Cash
Assisted by Richard Wakeford
Mike Rowland
Miss Gill Sheldrake

Tel: 212 5481 Fed: 1696

Minister for Housing and Construction

John Stanley MP

Private Secretary - David Teasdale
Assisted by Ms Pam Alexander
Miss Sue Gosson
Miss Diane McLean

Tel: 212 7601 Fed: 1764

Parliamentary Under Secretary of State

Hector Monro MP

Private Secretary - Geoff Needham
Assisted by Miss Ray Higgins
Jerry Bishop
Mrs Georgie Tyrimos

Tel: 212 5421 Fed: 1787

Parliamentary Under Secretary of State

Geoffrey Finsberg MBE MP

Private Secretary - Stephen Fitt
Assisted by Mrs Lesley Creedon
David Steele
Miss Jean Hawkins

Tel: 212 7001 Fed: 1766

Parliamentary Under Secretary of State

Marcus Fox MBE MP

Private Secretary - Neil Kinghan
Assisted by Mrs Margaret Bennett
Stuart Heatherington
Mrs Lynn Warwick

Tel: 212 4126/3039 Fed: 2791

Parliamentary Under Secretary of State

Irwin Bellow

Private Secretary - Andrew Whetnall
Assisted by Miss Helen Branney
Richard Sutch
Miss Kay Collins

Tel: 212 3391 Fed: 2891

Press Notice

191

Telephone Nos: 4680/4681/3498
Night Calls (6.30 pm to 8.00 am)
Weekends and Holidays: 01-212 7071

10 May 1979

ALLOCATION OF MINISTERIAL RESPONSIBILITIES

Michael Heseltine, Secretary of State for the Environment, has allocated the areas of responsibility of the Department's Ministers as follows:

Secretary of State - Rt Hon Michael Heseltine MP

Responsibility for the overall direction of the Department, including particularly the strategic issues of public expenditure and the financial economic and environmental impact of the Department's policies.

Minister for Local Government and Environmental Services - Rt Hon Tom King MP

Special responsibility for local government (including finance); land use planning; development control and land; minerals; countryside affairs; inner areas; regional affairs; water; environmental protection

Minister for Housing and Construction - John Stanley MP

Special responsibility for housing; construction industries; new towns; Property Services Agency; conservation areas; historic buildings and ancient monuments; royal parks and palaces.

Parliamentary Under Secretary of State - Hector Monro MP

Special responsibility for sport and recreation.
Supporting Mr King on countryside affairs and Mr Stanley on conservation areas; historic buildings, ancient monuments; and royal parks and palaces.

Parliamentary Under Secretary of State - Geoffrey Finsberg MBE MP

Supporting Mr Stanley on housing; construction; new towns; and Property Services Agency.

Parliamentary Under Secretary of State - Marcus Fox MBE MP

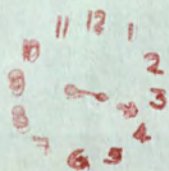
Supporting Mr King on land use planning; development control and land; water; minerals and environmental protection.

Parliamentary Under Secretary of State - Irwin Bellow*

Supporting Mr King on local government (including finance); inner areas; regional affairs. The Department of the Environment spokesman in the House of Lords.

* The Queen has been pleased to approve that the dignity of a barony of the United Kingdom for life be conferred upon Mr Bellow.

15 MAY 1979





Civil Service Department

~~PRIVY COUNCIL OFFICE~~

WHITEHALL, LONDON SW1A 2AT

15 May 1979

Nick Sanders Esq
Private Secretary to
Prime Minister
10 Downing Street
LONDON SW1

Dear Nick,

I attach a note of the responsibilities and private offices of the Lord President of the Council and the Minister of State, Civil Service Department.

There has been considerable confusion amongst private offices recently about who sits where and does what. I would therefore like to take this opportunity to emphasise that the Lord President is now based in the Civil Service Department (not the Privy Council Office) and that, other than for purely Privy Council business, the Lord President has retained none of the duties of the previous holder of that office. I should be grateful if recipients would also note that all business related to the Lord President's role as Leader of the House of Lords should be directed to Charles Cumming-Bruce.

I am sending copies of this letter to the private secretaries to members of the Cabinet and to Martin Vile.

*Yours sincerely,
Jim Buckley.*

J BUCKLEY
Private Secretary

I LORD PRESIDENT OF THE COUNCIL

The Rt Hon Lord Soames GCMG GCVO CBE

RESPONSIBILITIES

1. Privy Council Office

The Lord President is responsible for the administrative functions of the Privy Council Office, including Orders in Council and certain appointments.

2. Civil Service Department

The Lord President is responsible to the Prime Minister for the day to day work of the Civil Service Department.

3. Other Departments

On behalf of the Prime Minister, the Minister for the Civil Service, the Lord President also has responsibility for Her Majesty's Stationery Office (HMSO), the Central Office of Information (COI), the Government Actuary's Department (GAD) and the Government Hospitality Fund (GHF).

4. Leader of the House of Lords

The Lord President, as leader of the House of Lords, is responsible to the Prime Minister for the arrangement of Government Business in the House and has a responsibility to the House itself to advise it on procedural matters and other difficulties as they arise.

PRIVATE SECRETARIES

Private Secretary (for all except House of Lords business)

Jim Buckley

Telephone 01-273-4400

Federal 3094, 3030

Assistant Private Secretaries

Liz Thornton

As above

Caroline Anderson

Private Secretary (for all Leader of the House of Lords business)

Charles Cumming-Bruce

Telephone 01-219-3131

Federal 2489, 2412

II MINISTER OF STATE, CIVIL SERVICE DEPARTMENT

Paul G Channon MP

RESPONSIBILITIES

In addition to his duties as Minister of State in the Civil Service Department, Mr Channon has delegated responsibility from the Lord

President for the day to day work of Her Majesty's Stationery Office (HMSO), the Central Office of Information (COI), the Government Actuary's Department (GAD) and the Government Hospitality Fund.

PRIVATE SECRETARIES

Private Secretary

Geoffrey Green

Telephone 01-273-5563

Federal 3066

Assistant Private Secretary

Gary Rogers

As above

FROM THE PRIVATE SECRETARY



HOUSE OF LORDS,
SW1A 0PW

14 May, 1979

Dear Nick,

Lord Chancellor's Responsibilities

As your office requested, I am writing to let you know for the record that there are no junior ministers in this Department and therefore the Lord Chancellor is himself responsible for all the work of his Department.

His addresses are:

Lord Chancellor's Residence	
House of Lords SW1	219 3249
and	
13 Heathview Gardens	
Putney Heath SW15	788 2256

His Private Secretaries now are as follows:

Principal Private Secretary	
Ian Maxwell	
90 Alderbrook Road, SW12	675 3189
Private Secretary	
William Arnold	
413 Upper Richmond Road SW15	878 5234
Private Secretary	
Celia Smith	
88 Lorraine Road SE17	701 2848

Yours,

William Arnold.

W. Arnold

Nick Sanders Esq.,
No. 10

10. 01. 1979

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14 MAY 1979

10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31





8 ST. JAMES'S SQUARE LONDON SW1Y 4JB
Telephone Direct Line 01-214 6025
Switchboard 01-214 6000

Nick Sanders Esq
Prime Minister's Office
10 Downing Street
LONDON SW1

11 May 1979

Dear Nick

I enclose a note indicating the division of responsibilities among Ministers in this Department, together with details of their private secretaries.

I am sending copies of this letter and enclosures to private secretaries to members of the Cabinet and Sir John Hunt.

*Yours sincerely
John Anderson.*

J ANDERSON
Private Secretary

DIVISION OF MINISTERIAL RESPONSIBILITIES

MINISTER OF STATE (LORD GOWRIE)

EEC (AND OTHER OVERSEAS MATTERS)

WORK PERMITS

YOUTH (INCLUDING CAREERS SERVICE, YOUTH OPPORTUNITIES PROGRAMME,
VOCATIONAL PREPARATION)

UNEMPLOYMENT BENEFIT

SUPPLEMENTARY BENEFIT TO STRIKERS' FAMILIES

RACE RELATIONS

EQUAL PAY AND WOMEN'S GENERAL EMPLOYMENT QUESTIONS

DISABLEMENT

WAGES COUNCILS/LOW PAY

JOB SATISFACTION (THE WORK RESEARCH UNIT)

STATISTICS

PARLIAMENTARY UNDER SECRETARY (MR LESTER)

MANPOWER (OTHER THAN YOUTH AND DISABLED):

EMPLOYMENT SERVICES

TRAINING

SPECIAL TEMPORARY EMPLOYMENT PROGRAMME

DE SPECIAL EMPLOYMENT MEASURES

REDUNDANCY PAYMENTS

PAY (OTHER THAN LOW PAY)

PARLIAMENTARY UNDER SECRETARY (MR MAYHEW)

INDUSTRIAL RELATIONS (INCLUDING LEGISLATION)

EMPLOYEE PARTICIPATION

HEALTH & SAFETY

DEPARTMENT OF EMPLOYMENT

PRIVATE SECRETARIES TO MINISTERS

Secretary of State

Rt Hon James Prior MP

Principal Private Secretary - Ian Fair
Assistant Private Secretary - John Anderson
Assistant Private Secretary - Andrew Hardman

Telephone - 01-214 6025/6295/6305 Fed: 2590

Minister of State

Lord Gowrie

Private Secretary - John Taylor
Assistant Private Secretary - Ian Johnson

Telephone 01-214 8494/8691 Fed: 2594

Parliamentary Under Secretaries of State

Mr Jim Lester MP

Private Secretary - Clive Norris

Telephone 01-214 6086/6002 Fed: 2539

Mr Patrick Mayhew MP

Private Secretary - Ms Jo Durning

Telephone 01-214 6605/6488 Fed: 1775

SWYDDFA GYMREIG

GWYDYR HOUSE

WHITEHALL LONDON SW1A 2ER

Tel. 01-233 3000 (Switsfwrdd)
01-233 6106 (Llinell Union)

Oddi wrth Ysgrifennydd Gwladol Cymru



WELSH OFFICE

GWYDYR HOUSE

WHITEHALL LONDON SW1A 2ER

Tel. 01-233 3000 (Switchboard)
01-233 6106 (Direct Line)

From The Secretary of State for Wales

11 May 1979

Dear Nick,

... I attach details of the division of responsibilities between my Secretary of State and the Welsh Office Junior Ministers and also details of all the Private Secretaries.

/ I am sending copies to the Private Secretaries to members of the Cabinet and Sir John Hunt.

Yours sincerely

Bob Williams

R J T WILLIAMS
Private Secretary

N J Sanders Esq
10 Downing Street
LONDON SW1



WELSH OFFICE
DISTRIBUTION OF MINISTERIAL DUTIES

Secretary of State (The Rt Hon Nicholas Edwards MP)

Economic matters
Industry
European matters
Agriculture and Forestry

Parliamentary Under Secretary (Mr Wyn Roberts MP)

Health
Local Government
Housing
Welsh Language
Arts, National Library of Wales, and National
Museum of Wales
Water
Tourism

Parliamentary Under Secretary (Mr Michael Roberts MP)

Education
Highways and Transport
Land use planning, Town and Country Planning
Appointments
Ancient Monuments and Historic Buildings
Countryside Commission, National Parks
Sport



WELSH OFFICE, GWYDYR HOUSE, WHITEHALL, LONDON, SW1A 2ER

Private Secretary to The Rt Hon Nicholas Edwards MP
(Secretary of State) - Mr G C G Craig

Office: 01-233 8545
Federal 2223

Home Address: 31 Cambourne Ave
Whitchurch
Cardiff

Tel: 0222 613 419

London Address: 109 Winlaton Road
Bromley
Kent

Tel: 01 693 6451

Assistant Private Secretary - Mr R J T Williams

Office: 01 233 6106
Federal 2223

Home Address: 10 Lothian Crescent
Cyncoed
Cardiff CF3 7HY

Tel: 0222 45791

London Address: 11 Werter Road
Putney
London SW15

Tel: 01 788 7649

Private Secretary to Mr Wyn Roberts MP - Mr R V Mason

Office: 01 233 7448

Home Address: Brewery Cottage
South Stoke
Nr Bath

Tel: 0225 832122

London Address: Chesham House Hotel
Ebury Street
London SW1

Tel: 01 730 1474



Private Secretary to Mr Michael Roberts MP - Mr N E Thomas

Office: 01 233 7172

Home Address: 5 Beaufort Close
Langland
Swansea

Tel: 0792 60659

London Address: 9 Rangers Square
Greenwich
London SE10

Tel: 01 692 0597

COVERING CONFIDENTIAL



Foreign and Commonwealth Office

London SW1A 2AH

11 May 1979

Dear Nick,

Ministerial Responsibilities in the
Foreign and Commonwealth Office

/ I attach a note setting out the allocation of responsibilities among Ministers within the Foreign and Commonwealth Office.

I am sending a copy of this letter and its enclosure to the Private Secretaries of Members of the Cabinet and to Martin Vile (Cabinet Office).

Yours GW

Paul Dawson

PP

(G G H Walden)

Nick Sanders Esq
10 Downing Street

COVERING CONFIDENTIAL

CONFIDENTIAL

Ministerial Responsibilities within the Foreign and Commonwealth
Office

Lord Privy Seal

European Communities
Western and Southern Europe
Economic matters
The Commonwealth
Africa

Minister of State (Mr Hurd)

Defence - including Arms Control and Disarmament
Middle East and North Africa
United Nations (including UNLOSC)
Economic matters relating to the Developing World
Personnel and Administration; Security

Minister of State (Mr Ridley)

Economic matters relating to the Developed World
North America
Central America
South America
The Caribbean
Dependent Territories (excluding Hong Kong and Pacific)

Minister of State (Mr Blaker)

Soviet Union and Eastern Europe
East-West relations and CSCE
Asia
Australia, New Zealand, the Pacific
General Commonwealth matters
Information
Immigration

Minister of State (Mr Marten)

Overseas Development

Parliamentary Under-Secretary of State (Mr Luce)

Africa
Parliamentary Unit: Parliamentary Commissioner and Committees Unit
Passport Office
Immigration and Nationality
General Consular Questions
Overseas Labour Adviser
Overseas Police Adviser



Chancellor of the Duchy of Lancaster

Cabinet Office
70 Whitehall London SW1
Telephone 01-233 8550

11 May 1979

Dear Mr Sanders,

I attach the responsibilities of the Chancellor of the Duchy of Lancaster (including the Leadership of the House of Commons and Arts affairs) as well as a list of private office staff.

I am copying this letter and the enclosures to all Cabinet members' private secretaries and to Mr Martin Vile.

Yours sincerely

S E J DANCER
Assistant Private Secretary

N Sanders Esq
10 Downing Street
SW1



CHANCELLOR OF THE DUCHY OF LANCASTER, LEADER OF THE HOUSE
OF COMMONS AND MINISTER RESPONSIBLE FOR THE ARTS

Chancellor of the Duchy

The Duchy of Lancaster is an agricultural estate and a judicial administration. The Chancellor has a personal responsibility to the Queen for the management of the estates, he appoints justices of the peace in Lancashire and has certain ecclesiastical responsibilities.

The Leader of the House of Commons

The Leader is responsible to the Prime Minister for the arrangement of Government Business in the House and has a responsibility to the House to advise it on difficulties as they arise.

Responsibility for the Arts etc

The Chancellor of the Duchy's responsibilities in this area fall under four broad headings:

- (i) The Live Arts: including responsibility for such bodies as the Arts Council, the British Film Institute and the Crafts Council.
- (ii) The Heritage: certain functions in relation to the protection of heritage objects, and acquisition of works of art, mainly by English museums.



- (iii) Museums: finance and development of certain national museums in England, and a broad concern with local museums in England.
- (iv) Libraries: general library matters; finance and development of the British Library and of the library service run by local authorities in England.

CHANCELLOR OF THE DUCHY OF LANCASTER'S OFFICE

<u>Principal Private Secretary</u> John Stevens	01-233-5826, 5881, 7113 Federal 2079, 2620
<u>Assistant Private Secretary</u> Charlotte Egerton	As above
<u>Assistant Private Secretary</u> <u>Parliamentary Clerk</u> Stephen Dancer	As above
<u>Engagements Secretary</u> Eve Metcalfe	As above
<u>Press Adviser</u> Nick Nichols	01-233-3494



PRIVY COUNCIL OFFICE
WHITEHALL, LONDON SW1A 2AT

11 May 1979

The Duty Clerk
10 Downing Street
SW1

You asked for the Paymaster General's address and telephone number, together with that of his Private Secretary. They are as follows:

The Rt Hon Angus Maude TD MP
24 Collingham Gardens
London SW5

Tel No: 01-370-3929

Home:

South Newington House
Near Banbury
Oxon

Tel No: 0295-720464

}
} from Monday to Friday
}

}
} Saturday and Sunday
}

Private Secretary:

Richard E S Prescott
'Clifton House'
21 Gillsmans Park
St Leonards on Sea
Sussex
TN38 OSN

Tel No: Hastings (0424) 428438

R E S PRESCOTT
Private Secretary



DEPARTMENT OF EDUCATION AND SCIENCE

ELIZABETH HOUSE, YORK ROAD, LONDON SE1 7PH

TELEPHONE 01-928 9222

FROM THE SECRETARY OF STATE

N J Sanders Esq
Private Secretary
10 Downing Street
LONDON SW1

11 May 1979

Dear Nick,

ALLOCATION OF RESPONSIBILITIES TO MINISTERS

My Secretary of State has decided that the responsibilities of Ministers should be as follows:

Secretary of State: Formulation of general policy; questions involving senior Ministers in other Departments and the Lord President and Chief Whip; public expenditure; major pay issues; major appointments.

Minister of State (Lady Young): All matters relating to schools, including special schools and nursery education; the curriculum and examination system; Schools Council matters; school meals and milk; urban programme; educational problems of ethnic minorities; sex discrimination; educational technology; local government finance and related matters; devolution; teacher employment, recruitment, qualification, pay and superannuation.

PUSS (Dr Boyson): Universities (including the Open University) and academic salaries; polytechnics; adult and further education; training of teachers; students' awards and student affairs; educational broadcasting. Dr Boyson will also be responsible for answering in the House of Commons on matters relating to schools, including legislation.

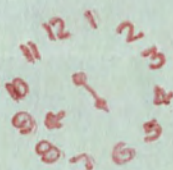
PUSS (Mr MacFarlane): Science, including the Research Councils; international education matters; education and vocational preparation of 16 to 19 year olds; training for science and engineering; industrial training; youth and community service, National Youth Service Forum.

Copies of this letter go to Private Secretaries to members of the Cabinet.

Yours sincerely,
Robert Green.

R J GREEN
Private Secretary

11 MAY 1979





MINISTRY OF DEFENCE
MAIN BUILDING WHITEHALL LONDON SW1
Telephone 01-~~997922~~ 218 2111/3

MO 17A

11th May 1979

Dear Nick,

MINISTRY OF DEFENCE - MINISTERS' PRIVATE SECRETARIES

You asked if I would let you and other Private Secretaries know who will be the Private Secretaries to our new Ministers. I attach a full list.

Ministerial responsibilities within the Ministry remain broadly unchanged, with the Minister of State taking across the board responsibility for defence procurement, for Service and civilian administration and for the supervision of MOD interests in industrial matters. The Parliamentary Under Secretaries of State for the three Services will continue to be responsible for day to day running of their respective Services and will be the House of Commons' spokesmen on Service matters.

I am copying this letter to all Private Secretaries to the members of the Cabinet and to Martin Vile.

Yours sincerely,
David Omand
(D B OMAND)

N Sanders Esq
No 10 Downing Street

Secretary of State for Defence

The Rt Hon Francis Pym MC DL MP

R L L Facer - Private Secretary

D B Omand - Assistant Private Secretary

Miss M Stapleton - Assistant Private Secretary

J D Gutteridge - Assistant Private Secretary

Telephone: 01-218 2112/2113 Fed 2876

Mr D T Piper 01-218 6169/6312 Fed 2043 (Parliamentary business)

Minister of State for Defence

Lord Strathcona and Mount Royal

D G Jones - Private Secretary

J Oughton - Assistant Private Secretary

C J Furlong - Assistant Private Secretary

Telephone: 01-218 6621 Fed 2400

Parliamentary Under Secretary of State for the Royal Navy

Keith Speed RD MP

R T R Jackson - Private Secretary

G Howland - Assistant Private Secretary

Telephone: 01-218 6385/6326 Fed 2210

Parliamentary Under Secretary of State for the Army

Barney Heyhoe MP

R P Hatfield - Private Secretary

Miss J E McArthur - Assistant Private Secretary

Telephone: 01-218 2452/2394 Fed 2401

Parliamentary Under Secretary of State for the Royal Air Force

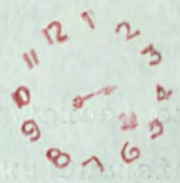
Geoffrey Pattie MP

Dr A S Kemp - Private Secretary

Mrs S M Dassey - Assistant Private Secretary

Telephone: 01-218 6328/6374 Fed 1867

11 MAY 1979





DEPARTMENT OF HEALTH & SOCIAL SECURITY

Alexander Fleming House, Elephant & Castle, London SE1 6BY

Telephone 01-407 5522

From the Secretary of State for Social Services

Nick Sanders Esq
Private Secretary
10 Downing Street
London
SW1

10 May 1979

Dear Nick

DEPARTMENT OF HEALTH AND SOCIAL SECURITY - MINISTERS' PRIVATE SECRETARIES

As requested I am letting you have a list of our new Ministers together with their office telephone numbers and the names of their private secretaries.

1. Secretary of State for Social Services

The Rt Hon Patrick Jenkin MP

Don Brereton - Principal Private Secretary
Stephen Hickey - Private Secretary
Rupert Woollcombe-Adams - Private Secretary

Telephone: 407-5522 Ext 7600

2. Minister of State for Health

Dr Gerard Vaughan MP

Miss Zoe Spencer - Private Secretary

Telephone: 407-5522 Ext 7601

3. Minister of State for Social Security

The Rt Hon Reginald Prentice MP

Mrs Bobbie Paley - Private Secretary

Telephone: 407-5522 Ext 6523

4. Parliamentary Under Secretary of State - (Health and Personal Social Services)

Sir George Young Bt MP

Mrs Lynne Fosh - Private Secretary

Telephone: 407-5522 Ext 6883

E. R.

5. Parliamentary Under Secretary of State - (Social Security)

Mrs Lynda Chalker MP

Owen Thorpe - Private Secretary

Telephone: 407-5522 Ext 6680

I am copying this letter to private secretaries to members of the Cabinet and to Martin Vile.

Yours sincerely,

R Woollcombe-Adams

R WOOLLCOMBE-ADAMS
Private Secretary

From: THE PRIVATE SECRETARY



HOME OFFICE
QUEEN ANNE'S GATE LONDON SW1H 9AT

10 May 1979

Dear Nick

I attach a note setting out the allocation of responsibilities which the Home Secretary has decided among the Ministers in this Department. I am copying this letter to the Private Secretaries to members of the Cabinet and to Martin Vile.

Yours sincerely

Tauy.

(A J BUTLER)

N J Sanders Esq



SECRETARY OF STATE

Overall responsibility for the work of the office

- Royal Matters (E)
- Gambling (E)
- Emergencies (F)
- Security

MINISTER OF STATE
(Mr Brittan)

MINISTER OF STATE
(Mr Raison)

PARLIAMENTARY UNDER-SECRETARY OF STATE
(Lord Belstead)

- Criminal Law & Penal Policy (C)
- Juvenile Offenders(C)
- Criminal Justice (C)
case-work: inc.
-Life sentence cases
-Mentally disordered offenders
-Prerogative
-Extradition
- Magistrates' Courts(C)
- Censorship (C)
- Obscenity (C)
- Indecent Displays (C)
- Theatre & Cinema Licensing (C)
- Electoral matters (E)
- Commons Business on matters dealt with by PUSS(Lords)

- Immigration and Nationality (B)
- Community Relations (inc.race relations & sex discrimination) (I)
- Voluntary Services (I)
- Drugs (H)
- Animal Welfare (H)
- Coroners, Burials Exhumations, & Cremations (H)
- Privacy (E)
- Human Rights (E)
- Charities (E)
- Taxis (E)
- Liquor Licensing (E)
- Local Legislation(E)
- Radio Regulation (R)

- Police (F)
- Civil Defence (F)
- Prisons (P)
- Parole (H)
- Probation & After-Care (H)
- Channel Islands & Isle of Man (E)
- Fire Service (G)
- Broadcasting policy (T)



SECRETARY OF STATE FOR ENERGY
THAMES HOUSE SOUTH
MILLBANK LONDON SW1P 4QJ
01-211 6402

10 May 1979.

Nick Sanders, Esq.,
Private Secretary to the
Prime Minister,
10 Downing Street,
London SW1.

Dear Nick,

DEPARTMENT OF ENERGY - Ministers and Private Secretaries

As requested I list below the broad allocation of Ministerial duties and Private Secretaries for your guidance.

Secretary of State for Energy - Mr. David Howell MP.

Responsibility for the Department as a whole, major policy questions in the Energy field, international policy and matters of major public interest.

Principal Private Secretary - Dr. W.J. Burroughs (Bill),

Private Secretary - John Arnott,

Private Secretary - Colin Ambrose.

Telephone Numbers - 01-211 5038, 01-211 7214, 01-211 6402,
Federal 2788 and 2785.

Minister of State for Energy - Mr. Hamish Gray, MP.

Mr. Gray will be deputy to the Secretary of State. He will also have a special concern with offshore oil and gas matters and with UK Continental Shelf operations as a whole, including the offshore supply industry.

Private Secretary - Ian Gordon,
Assistant Private Secretary - Gordon Ewart.

Telephone Numbers - 01-211 3290, Federal 2781 and 2784.

Parliamentary Under Secretary of State - Mr. Norman Lamont, MP.

Mr. Lamont will be concerned with the electricity supply industry, nuclear energy and the distribution of gas. He will also support the Secretary of State on EEC energy matters.

Private Secretary - Lucille Hindmarch,
Assistant Private Secretary - John Rayner.

Telephone Numbers - 01-211 4953, Federal 2780.

Contd/...



Parliamentary Under Secretary of State - Mr. John Moore, MP.

Mr. Moore will be concerned with the coal industry and energy conservation as well as with work on the alternative sources of energy, and research and development. He will also assist the Minister of State on matters concerned with the offshore supply industry.

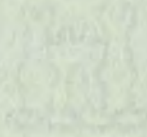
Private Secretary - Peter Edwards,
Assistant Private Secretary - John Munday,
Telephone Numbers - 01-211 3932, Federal 2457.

I am copying to other Cabinet members Private Secretaries and to Martin Vile for their information.

Yours sincerely
C. L. Ambrose

C.L. Ambrose,
Private Secretary.

conqueror





DEPARTMENT OF INDUSTRY
ASHDOWN HOUSE
123 VICTORIA STREET
LONDON SW1E 6RB

TELEPHONE DIRECT LINE 01-212 3301
SWITCHBOARD 01-212 7676

Secretary of State for Industry

Nick Sanders Esq
Private Secretary to the
Prime Minister
10 Downing Street
London SW1

10 May 1979

Dear Nick,

As promised, I enclose a note of Ministers, their responsibilities and Private Secretaries in this Department.

I am copying this to the Private Secretaries, to other members of the Cabinet, the Minister of Transport and Sir John Hunt.

Yours sincerely,
Pete.

PETE STREDDER
Private Secretary

Secretary of State:

Sir Keith Joseph

Principal Private Secretary
Private Secretaries
Telephone: 01-212 3301

Andrew Duguid
Peter Mason, Pete Stredder
Federal: 2760, 1471

Minister of State:

Lord Trenchard

Primarily responsible for the Private Sector. His other responsibilities include Regional Policy. He will be the Department's spokesman in the House of Lords.

Private Secretary
Telephone: 01-212 7691

David Rowlands
Federal: 3085

Minister of State:

Mr Adam Butler

Responsible for Aerospace; Shipbuilding and Shiprepairing; Post Office; Steel (including the private sector); Cable and Wireless; National Enterprise Board and its subsidiaries; Research and Development.

Private Secretary
Telephone: 01-212 6401

Tom Jaffray
Federal: 2845

Parliamentary Under Secretary
of State:

Mr David Mitchell

Will assist Lord Trenchard. The Secretary of State will have responsibility for small firms, assisted by Mr Mitchell.

Private Secretary
Telephone 01-212 0002

Julie Bartlett
Federal: 2099

Parliamentary Under Secretary
of State:

Mr Michael Marshall

Will assist Mr Butler.

Private Secretary:
Telephone: 01-212 5902

Marie-Christine Kerr
Federal: 2844



SCOTTISH OFFICE
WHITEHALL, LONDON SW1A 2AU

N J Sanders Esq
No 10 Downing Street
LONDON
SW1

10 May 1979

Dear Nick,

I enclose a note which indicates the allocation of responsibilities among Ministers within the Scottish Office together with details of their private secretaries.

I am sending a copy of this letter to the private secretaries to members of the Cabinet and to Martin Vile in the Cabinet Office.

K J Mackenzie

pp. K J MACKENZIE
Principal Private Secretary



SCOTTISH OFFICE
WHITEHALL, LONDON SW1A 2AU

SCOTTISH OFFICE

ALLOCATION OF MINISTERIAL RESPONSIBILITY WITHIN THE SCOTTISH OFFICE

Minister of State for Agriculture and Fisheries - Lord Mansfield

Agriculture
Fisheries
Forestry
Highlands & Islands Development Board
Scottish Tourist Board
Co-ordination of Government action in relation to the Highlands and Islands
Spokesman - House of Lords on Scottish Affairs

Parliamentary Under Secretaries of State

Minister for Industry and Education - Mr Alec Fletcher

Industrial and Regional Development
Manpower Services
North Sea Oil
New Towns
Electricity
Education including - Primary, Secondary, Further and Higher Education
(excluding Universities)
Public Libraries
Youth and Community Services
Sport and Recreation
The Arts

Minister for Health and Social Work - Mr Russell Fairgrieve

Health Boards and Common Services Agency
Hospital Services
General Practitioner Services (Doctors, Dentists, Chemists and Opticians)
Community Health Services, the Ambulance Services and Health Education
Services for the Elderly, Children, the Disabled and the Mentally Handicapped
List D Schools, Childrens Hearings
After care of offenders

Minister for Home Affairs and the Environment - Mr Malcolm Rifkind

Police and Fire Services
Civil Law and Criminal Justice
Prisons
Scottish Courts Administration
Local Government

J. R.

Town and Country Planning
Housing
Roads and Transport
Water, Sewerage and Pollution
Urban Renewal
Building Control
Ancient Monuments and Historic Buildings



SCOTTISH OFFICE
WHITEHALL, LONDON SW1A 2AU

SCOTTISH OFFICE

PRIVATE SECRETARIES TO MINISTERS

Secretary of State for Scotland

Rt Hon George Younger MP

Principal Private Secretary - Kenneth J MacKenzie
Assistant Private Secretary - Miss Isabel M Nisbet
Assistant Private Secretary - John S Wilson

Telephone 01-233 8110/5569/8372 Fed. 2702/2314

Minister of State

The Earl of Mansfield

Private Secretary - J Adam Rennie

Telephone 01-233 8630 Fed. 2348

Parliamentary Under Secretaries of State

Mr Alex Fletcher MP

Private Secretary - John P Laydon

Telephone 01-233 3729 Fed: 2937

Mr Russell Fairgrieve MP

Private Secretary - Ian A Snedden

Telephone 01-233 8400 Fed. 2405

Mr Malcolm Rifkind MP

Private Secretary - Nigel Pittman

Telephone 01-233 7380 Fed. 1683



Scottish Information Office
Dover House, Whitehall
London SW1A 2AU
Telephone 01-930 6151

SCOTTISH OFFICE PRESS NOTICE

Press Notice

TITLES AND RESPONSIBILITIES OF SCOTTISH OFFICE MINISTERS

Mr George Younger MP, Secretary of State for Scotland, today announced the titles and responsibilities of his Ministerial team.

The Secretary of State emphasised that because of his concern about unemployment this subject would become his main priority.

Lord Mansfield will act as the Secretary of State's Deputy and will have special co-ordinating responsibility for the Highlands and Islands.

In order that Ministers can be more clearly identified with their responsibilities Mr Younger has decided on the following titles:

<u>Lord Mansfield</u>	Minister of State for Agriculture and Fisheries.
<u>Mr Alexander Fletcher MP</u>	Minister for Industry and Education.
<u>Mr Russell Fairgrieve MP</u>	Minister for Health and Social Work.
<u>Mr Malcolm Rifkind MP</u>	Minister for Home Affairs and the Environment.

A detailed list of responsibilities together with biographical notes for all Scottish Office Ministers, the Lord Advocate and the Solicitor General are attached.

May 9, 1979

DETAILED MINISTERIAL RESPONSIBILITIES

Lord Mansfield
(Minister of State)

Agriculture
Fisheries
Forestry
Highlands & Islands Development Board
Scottish Tourist Board
Co-ordination of Government action in relation
to the Highlands and Islands
Spokesman House of Lords on Scottish Affairs

Mr Alexander Fletcher

Industrial and Regional Development
Manpower Services
North Sea Oil
New Towns
Electricity
Education including - Primary, Secondary,
Further and Higher Education
(excluding Universities)
Public Libraries
Youth and Community Services
Sport and Recreation
The Arts

Mr Russell Fairgrieve

Health Services including:-

Health Boards and Common Services
Agency
Hospital Services
General Practitioner Services
(Doctors, Dentists, Chemists &
Opticians)
Community Health Services,
the Ambulance Service and
Health Education.

Social Work Services including:-

Services for the Elderly, Children,
the Disabled and the Mentally
Handicapped.
List D Schools, Childrens Hearings
After care of offenders

Mr Malcolm Rifkind

Home Affairs - Police and Fire Services

Civil Law and Criminal

Justice

Prisons

Scottish Courts Administration

Local Government

Town and Country Planning

Housing

Roads and Transport

Water, Sewerage and Pollution

Urban Renewal

Building Control

Ancient Monuments and Historic Buildings.

BIOGRAPHICAL NOTE

THE RT HON GEORGE YOUNGER TD MP

The Rt Hon George Kenneth Hotson Younger, who was appointed Secretary of State for Scotland on May 5 1979, has been Conservative Member of Parliament for Ayr since 1964.

The eldest son of Viscount Younger of Leckie, he was born on September 22 1931 and educated at Cargilfield School, Edinburgh; Winchester; and at New College, Oxford, where he graduated with Honours in Modern History. He served with the Argyll and Sutherland Highlanders for 15 years to 1965.

He contested North Lanarkshire in 1959 and was Unionist candidate for Kinross and West Perthshire in 1963, standing down in favour of Sir Alec Douglas-Home, but was elected at Ayr the following year. He was Scottish Conservative Whip in Parliament from 1965-67. Following the election in 1970 he was appointed Parliamentary Under Secretary of State, Scottish Office, with responsibility for Development, later serving as Minister of State for Defence.

Following the election in February 1974 Mr Younger was an Opposition spokesman on Defence and Chairman of the Conservative Party in Scotland from 1974-75. He was appointed spokesman on Scottish affairs in January 1977.

He is a member of the Royal Company of Archers, the Queen's bodyguard for Scotland.

Mr Younger is married with three sons and one daughter.

Inquiries Tel 031-556 8400

Exts 5224 and 4322

May 9 1979

BIOGRAPHICAL NOTE

THE EARL OF MANSFIELD

The Earl of Mansfield was appointed Minister of State for Agriculture and Fisheries in the Scottish Office on May 7, 1979. Lord Mansfield will act as The Secretary of State's Deputy and will also be responsible for co-ordinating Government action in relation to the Highlands and Islands.

Born on July 7, 1930, Lord Mansfield was educated at Eton and at Christ Church, Oxford. His national service was spent in the Scots Guards, chiefly in Malaya, when he rose to the rank of lieutenant. He was called to the English Bar in 1958, practising as a barrister until 1971. He is a former prosecutor to Scotland Yard and to the Director of Public Prosecutions.

Lord Mansfield was a member of the British delegation to the European Parliament between 1973 and 1975 following which he became an Opposition spokesman on Scottish affairs in the House of Lords.

Other appointments previously held by Lord Mansfield include the Scottish Association for Care and Resettlement of Offenders (first President), the Royal Highland and Agricultural Society (director) and the Scottish branch of the Historic Houses Association (chairman). He is a former director of the General Accident, Fire and Life Assurance Corporation.

Lord Mansfield's home is Scone Palace, Perthshire. He is married with two sons and a daughter.

Inquiries Tel 031-556 8400
Extns 5224 and 4322

May 9, 1979

BIOGRAPHICAL NOTE

MR ALEX FLETCHER MP

Mr Alexander MacPherson Fletcher, who was appointed Minister for Industry and Education in the Scottish Office on May 7, 1979 has been Conservative Member of Parliament for Edinburgh North since 1973, following a by-election. He became an Opposition spokesman on Scottish affairs in 1977.

Born in Greenock on August 26, 1929, Mr Fletcher was educated at Greenock High School.

After qualifying as a chartered accountant in 1956 he became an executive with IBM, travelling extensively throughout the UK and Europe. In 1964 he moved to Edinburgh to be managing director of a company in central Scotland.

Mr Fletcher was appointed to the board of East Kilbride Development Corporation in 1971.

A former secretary of the Conservative Parliamentary Energy Committee, he became a member of the Select Committee on Science and Technology and, later, a member of the European Parliament.

Mr Fletcher and his wife Christine have two sons and a daughter.

Inquiries Tel 031 556 8400
Exts 5224 or 4322

May 9 1979

BIOGRAPHICAL NOTE

MR RUSSELL FAIRGRIEVE MP CBE TD

Mr Thomas Russell Fairgrieve, who was appointed Minister for Health and Social Work in the Scottish Office on May 7 1979, has been Conservative Member of Parliament for Aberdeenshire West since February 1974.

Born on May 3 1924, he was educated at St Mary's School, Melrose, and at Sedburgh School, Yorkshire, subsequently serving with the Gurkha Rifles (Indian Army), when he rose to the rank of major.

Before entering Parliament Mr Fairgrieve worked in the textile industry; he is a former managing director of Laidlaw and Fairgrieve Ltd and a former director of Joseph Dawson (Holdings) Ltd.

From 1949-59 he was a member of Galashiels Town Council and of Selkirk County Council and in 1950 was chairman of the Scottish Young Conservatives. He became president of the Scottish Conservative and Unionist Association in 1965 and in 1972 was appointed vice-chairman of the Scottish Conservative Party.

In Parliament, he was Opposition Whip from March to September 1975 when Mrs Thatcher appointed him chairman of the Scottish Conservative Party.

Mr Fairgrieve is a member of the executive committee of the Scottish Council (Development and Industry) and also has strong links with the European Movement. He was chairman founder of the Scottish Conservative Group for Europe.

He and his wife Millie have one son and three daughters.

Inquiries Tel 031 556 8400

Ext 5224 and 4322

May 9 1979

BIOGRAPHICAL NOTE

MR MALCOLM RIFKIND MP

Mr Malcolm Leslie Rifkind, who was appointed Minister for Home Affairs and Environment in the Scottish Office on May 7 1979, has represented the Pentlands division of Edinburgh in Parliament since February 1974.

Born on June 21 1946, he was educated at George Watson's College, Edinburgh and Edinburgh University, graduating LLB and BSc.

At university he helped found the Thistle Group and appeared on television in a University Challenge team.

From 1967 until 1968 Mr Rifkind lectured in politics at the University of Rhodesia, returning to Scotland to read for the Bar. Before entering Parliament he practised as an advocate in Edinburgh.

He is a former honorary president of the Scottish Young Conservatives and presently an honorary office bearer of the Federation of Conservative Students. He was for a short time a member of Edinburgh Town Council.

In Parliament Mr Rifkind was an Opposition Front Bench spokesman on Scottish affairs from 1975-76 and in 1977 became joint secretary of the party's Foreign and Commonwealth Affairs Committee. He was also a member of the Select Committee on Overseas Development.

He and his wife Edith have two children.

Enquiries Tel 031 556 8400

Ext 5224 or 4322

May 9 1979

BIOGRAPHICAL NOTE

MR JAMES MACKAY QC

Mr James Peter Hymera Mackay was appointed Lord Advocate on May 7 1979.

Born on July 2 1927 he was educated at George Heriot's School, Edinburgh, and at Edinburgh University, where he graduated MA with Honours in mathematics and natural philosophy. He was a lecturer in mathematics at St Andrews University between 1948 and 1950, subsequently studying at Cambridge University where he was awarded a senior scholarship in mathematics at Trinity College, and again at Edinburgh. He qualified LLB with distinction and was admitted to the Faculty of Advocates in 1955.

He is a former standing junior counsel to the Queen's and Lord Treasurer's Remembrancer, the Scottish Home and Health Department and the Commissioners of Inland Revenue in Scotland. He became a Queen's Counsel in 1965.

He was Sheriff Principal of Renfrew and Argyll from 1972 until 1974 and Vice-Dean of the Faculty of Advocates from 1973 until 1976 when he succeeded Mr Donald Ross QC as Dean. He was appointed a part-time member of the Scottish Law Commission from January 1 1976. In 1977 he was nominated a member of the Insurance Brokers Registration Council by the previous administration.

Mr Mackay, whose home is in Edinburgh, is married with a son and two daughters.

Inquiries Tel 031 556 8400
Exts 5224 and 4322

Issued on behalf of the Lord Advocate's Department
May 9, 1979

BIOGRAPHICAL NOTE

MR NICHOLAS FAIRBAIRN MP

Mr Nicholas Hardwick Fairbairn, who was appointed Solicitor General for Scotland on May 7 1979, has been Member of Parliament for Kinross and West Perthshire since October 1974.

Born on December 24 1933, he was educated at Loretto School and at Edinburgh University where he qualified in law. He was called to the Scottish Bar in 1957 and appointed standing junior counsel to the National Galleries of Scotland in 1963. He became a Queen's Counsel in 1972.

Mr Fairbairn has played an active part in Scottish politics since the war, previously contesting Edinburgh Central in 1964 and 1966.

He is strongly interested in the promotion of the arts and presently serves on the Edinburgh Festival Council. He is a former director of Ledlanet Nights and was chairman of the Traverse Theatre from 1964 to 1972. He is also vice-chairman of the Scottish Minorities Group.

Mr Fairbairn and his wife Elizabeth have one daughter.

Inquiries Tel: 031 556 8400

Extns: 5224 and 4322

May 9 1979



DEPARTMENT OF INDUSTRY
ASHDOWN HOUSE
123 VICTORIA STREET
LONDON SW1E 6RB

TELEPHONE DIRECT LINE 01-212 3301
SWITCHBOARD 01-212 7676

PS/*Secretary of State for Industry*

9 May 1979

Nick Sanders Esq
Private Secretary to the
Prime Minister
10 Downing Street
London SW 1

Dear Nick,

... I attach a note setting out the allocation of responsibilities which have been agreed amongst the Ministers in this Department.

I am copying this letter to the Private Secretaries to members of the Cabinet and to Martin Vile.

Yours sincerely,
Kevin Reed

KEVIN REED
Private Secretary

123 Victoria Street, London SW1E 6RB TEL: 01-212 5704

Ref: 80

May 9, 1979

MINISTERIAL RESPONSIBILITIES WITHIN THE DEPARTMENT OF INDUSTRY

Sir Keith Joseph, Secretary of State for Industry, today allocated Ministerial responsibilities within the Department of Industry.

The Minister of State, Lord Trenchard will be primarily responsible for the Private Sector. His other responsibilities will include Regional Policy. He will be the Department's spokesman in the House of Lords.

The Minister of State, Mr Adam Butler will be responsible for Aerospace; Shipbuilding and Shiprepairing; Post Office; Steel (including the private sector); Cable and Wireless; National Enterprise Board and its subsidiaries; Research and Development.

The Parliamentary Under-Secretary of State, Mr David Mitchell will assist Lord Trenchard. The Secretary of State will have responsibility for small firms, assisted by Mr Mitchell.

The Parliamentary Under-Secretary of State, Mr Michael Marshall will assist Mr Butler.



Ministry of Agriculture, Fisheries and Food
Whitehall Place London SW1A 2HH

From the Minister's
Private Office

N J Saunders Esq
Prime Minister's Office
10 Downing Street
London SW1

9 May 1979

Dear Nick,

--- I enclose a copy of the division of responsibility between MAFF Junior Ministers which has been agreed by my Minister, together with details of all the private secretaries. Copies are being sent to private secretaries to members of the Cabinet and Sir John Hunt.

Yours sincerely

G R Waters

G R Waters
Principal Private
Secretary

MINISTRY OF AGRICULTURE FISHERIES AND FOOD

DIVISION OF RESPONSIBILITY BETWEEN JUNIOR MINISTERS

Minister of State (Commons) - Mr Alick Buchanan-Smith

Agricultural Support Policy and EEC
Cereals and Sugar
Meat
Milk, Potatoes and Marketing
Fisheries

Minister of State (Lords) - The Earl Ferrers

Agricultural Resources Policy and Horticulture
Environmental Pollution, Labour and Seeds
Animal Health
Regional Administration
Advisory Policy

Parliamentary Secretary (Commons) - Mr Jerry Wiggin

Land (including Forestry)
Food Policy
Food Standards and Emergency Services
Economics and Statistics
Research and Development
External Relations and Tropical Foods

MINISTRY OF AGRICULTURE, FISHERIES AND FOOD: 3 WHITEHALL PLACE
LONDON SW1

PRIVATE SECRETARIES TO MINISTERS

Private Secretary to Mr Peter Walker (Minister) G R Waters

839-7711 ex 445
839-3630 Night Line
2227 Federal

Home address 8 Woodberry Crescent
 Muswell Hill
 London N10

Phone 883-9224

Assistant Private Secretary Miss F H Thompson

839-7711 ex 446
839-3580 Night Line
2227 Federal

Home address 91 Chesterton Road
 London W10

Phone 960-3265

Assistant Private Secretary (Diary Secretary) Miss R A Bratley

839-7711 ex 448
839-3580 Night Line
2227 Federal

Home Address Basement Flat
 128 Huddleston Road
 Tufnell Park
 London N7

Phone 272 4513

Private Secretary to Mr Alick Buchanan-Smith
(Minister of State, Commons)

B J Harding

839-7711 ex 452
839-3720 Night Line
2230 Federal

Home address 3 Dig Dag Hill
Cheshunt, Herts

phone 97-28678

Private Secretary to The Earl Ferrers
(Minister of State, Lords)

A J Perrins

839-7711 ex 346
839-1028 Night Line
2096 Federal

Home address 29 Avondale Road
London SW19

phone 543-0894

Private Secretary to Mr Jerry Wiggin
(Parliamentary Secretary)

S Sadowski

839-7711 ex 686
Federal 2378

Home address 19 Staneway
Epsom
Surrey

phone 393-5866

9 May 1979

From: THE PRIVATE SECRETARY



NORTHERN IRELAND OFFICE
GREAT GEORGE STREET,
LONDON SW1P 3AJ

Nick Sanders Esq
10 Downing Street
SW1

9 May 1979

Dear Nick

The Secretary of State has now distributed the work of the Northern Ireland Office and the NI Departments among his Ministers. (Apart from overseeing their activities, he will retain direct responsibility for political and constitutional matters and the security situation.) The disposition and the assignment of Private Secretaries are set out in the attached annex.
...

Yours sincerely
Mike Hopkins

M W HOPKINS

DT

Secretary of State

Political and constitutional matters
Security policy and operations
Other major policy issues (eg public
expenditure)

Principal Private Secretary

Mr J G Pilling
(01 233 5496 / 5857)

Mr Alison
(Deputy to the
Secretary of State)

All other Northern Ireland Office matters
(Prisons, Bennett, Police administration etc).
Department of Health and Social Services

Private Secretary

Mr D Brooker
(01 233 5651)

Mr Rossi

Department of Finance
Department of Manpower Services
Department of the Civil Service
Co-ordination of pay policy

Private Secretary

Mr N B Cornick
(01 233 5666)

Mr Goodhart

Department of the Environment
Belfast Co-ordination

Private Secretary

Mr R W Rodgers
(01 233 8674)

Mr Shaw

Department of Commerce
Department of Agriculture
Co-ordination of EEC matters

Private Secretary

Miss J G Taylor
(01 233 5246)

Lord Elton

Department of Education

Private Secretary

Mr A H R McC Brown
(01 233 7971)



From the Secretary of State

Nick Sanders Esq
10 Downing Street
LONDON SW1

8 May 1979

Dear Nick,

As promised in my earlier letter of today's date, I now enclose a note which indicates the allocation of responsibilities among Ministers within the Department.

Although each of the Parliamentary Under-Secretaries of State will take the lead in the areas which are specified, Mr Eyre will report generally to Mrs Oppenheim and Mr Tebbitt to Mr Parkinson. This is, of course, an initial allocation and I have no doubt that in due course the Secretary of State will wish to review these responsibilities.

Meanwhile, I hope it is helpful to you and your colleagues. I am therefore sending a copy of this letter and the note to the private secretaries, to members of the Cabinet and to Martin Vile in the Cabinet Office.

*Yours Sincerely,
Tom Harris*

T G HARRIS
Private Secretary

ENC



ALLOCATION OF MINISTERIAL RESPONSIBILITIES WITHIN
THE DEPARTMENT OF TRADE

Secretary of State for Trade and President of the Board of Trade
Rt Hon John Nott MP

Minister for Consumer Affairs

Rt Hon Sally Oppenheim MP

Special responsibility for Consumer Protection and Competition Policy.

Minister for Trade

Cecil Parkinson MP

Special responsibility for Overseas Trade Policy, Commercial Relations and Tariffs; Exports Credits Guarantee Department and the British Overseas Trade Board.

Parliamentary Under Secretary of State for Trade

Norman Tebbit MP

Special responsibility for Civil Aviation, Marine and Shipping Policy; Newspapers, Films, Publishing, Tourism, Hotel and Travel Industries.

Parliamentary Under Secretary of State for Trade

Reginald Eyre MP

Special responsibility for Companies and Insurance supervision; Insolvency Service and Patents Office; Distributive and Service Trades.

May 1979



From the Secretary of State

N Sanders Esq
No 10 Downing Street
SW1

8 May 1979

Dear Nick,

DEPARTMENT OF TRADE - MINISTERS' PRIVATE SECRETARIES

I thought it might be helpful if I let you and other private Secretaries know at once who will be the private secretaries to our new ministers following the merger of the Department of Prices and Consumer Protection with the Department of Trade. They are as follows:-

1) The Secretary of State for Trade

John Nott MP

Tom Harris - Principal Private Secretary

John Simes - Private Secretary

Hugh Bartlett - Private Secretary

Telephone: 01-215 5525/5659 Fed. 2765

2) Minister of State for Consumer Affairs

Mrs Sally Oppenheim MP

Stuart Hampson - Principal Private Secretary

Dennis Parsons - Private Secretary

Telephone: 01-215 5626 Fed. 2797

3) Minister of State for Trade

Cecil Parkinson MP

Mrs Christine Bargery - Private Secretary

Telephone: 01-215 5144 Fed. 3035



From the Secretary of State

4) Parliamentary Under Secretary of State

Norman Tebbitt MP

Miss Jeanette Darrell - Private Secretary

Telephone: 01-215 5030 Fed. 2954

5) Parliamentary Under Secretary of State

Reginald Eyre MP

Peter Baillie - Private Secretary

Telephone: 01-211 5607 Fed. 2799

All Ministers in this Department (other than Mr Eyre who will be temporarily in Millbank Tower) have their offices in 1 Victoria Street. The telephone numbers for the Parliamentary Under Secretaries are temporary and I will advise you of changes when they are made. I will also circulate shortly a further letter giving the responsibilities of each Minister and his office.

I am copying this letter to all private secretaries to members of the Cabinet and to Martin Vile.

Yours sincerely

Ton Harris

T G Harris

CONDENSOR

CONDENSOR

- 8 MAY 1979

