

PREM 19/2610

PART 2.

44/2

104

MT.

confidential filing.

Action by the Prime Minister on the deaths of eminent persons.

Government representation at memorial services; letters of condolence, and related issues.

DEATHS.

Part 1: August 1954.

Part 2: September 1976.

Referred to	Date	Referred to	Date	Referred to	Date	Referred to	Date
27.2.82							
3.5.85							
June 83							
28.8.85							
17.9.85							
17.10.89							
PREM 19/2610							

In Confidence

17 October 1989

Operation Marquee - Lying in State

In response to Miss Green's letter of 12 September I am writing to confirm that no amendments are required to the information provided in response to paragraph 4, namely that No 10 would like no less than six tickets for each day. The contact remains the Secretary for Appointments and the telephone number is 930 4433.

ROBIN CATFORD

S Gilbert Esq

Robin

bying in
State!

RC

Angela to see

Pl call Mr JACOBS
of DOE concerning a
letter dated 12 September
from Miss Green
re "Operation ? Margree."

276

3773

M

9.80

13 / 10 / 89

Robin

We have found 1983 papers
in CF but not the 1985 which
DOE mentioned. However we must
have asked for the same allocation
then as the figure of 18 is
mentioned.

B 20/9/84.

CONFIDENTIAL



Department of the Environment
2 Marsham Street London SW1 P 3EB
Room C11/16

Direct line 01-~~212~~ 276 3774
Switchboard 01-~~212 3434~~ 276 3000

Mr R Catford
Secretary for Appointments
Prime Ministers Office
10 Downing Street
LONDON SW1

Your reference

Our reference

AE 9248/16

Date

12 September 1989

Dear *Mr. Catford,*

OPERATION MARQUEE

LYING IN STATE - WESTMINSTER HALL, PALACE OF WESTMINSTER

1. As you probably know, this Department is responsible for the preparation of Westminster Hall for the Lying in State of Royalty or very distinguished Commoners, at very short notice, and for other aspects of the arrangements.
2. We are particularly concerned about keeping up to date the plans for distribution of privilege tickets to Government Departments and official bodies. These special passes will allow holders to by-pass the public queue to view the Lying in State without being obliged to enter Westminster Hall through the public admission point at St Stephen's entrance.
3. Assuming a duration of three days, we shall divide allocations into more or less equal numbers for each day except in cases where the overall allocation is too small to make this practicable. Clearly it is most important for Departments and organisations to receive their allocation of tickets at the outset and should the need arise we propose to request those within the London Area to send a special messenger to Marsham Street personally to collect the tickets due. Those outside London will be despatched urgently by postal services.
4. Would you therefore provide details of any amendments that need to be made to the following information:
 - a. Title and address of Department or organisation.
 - b. Recipient/contact point for tickets.
 - c. Telephone number and room number, with alternatives.
 - d. Total ticket allocation of 18.

Attention is drawn to the Confidential grading of this correspondence in order to avoid unnecessary speculation on the possible imminence of a Lying in State.

5. May I request that you provide details of any amendments necessary by
1 October 1989 in order that our list of contacts and ticket allocations may be
brought up to date. If no amendments are required please provide confirmation
of this. The information should be sent to Mr S Gilburt in room C11/17 at the
above address.

Yours

Sincerely

M. E. Green

MISS M E GREEN

MR HATFIELD

Cabinet Office Precedent Book:
Memorial and Other Services

Thank you for your note reference A085/2178 dated 21 August.

We do not think the note at Annex D needs any updating, although the present Political Office here possibly at the moment plays something of a role which is not covered. However, these things change and the general outline is all that matters.

On a small factual point in Annex C iv, I think the Royal Family death in 1972 should read Prince William of Gloucester, not Richard.

ROBIN CATFORD

19 September 1985

E. B.

MR. CATFORD

Memorial and Other Services

I do not think the note at Annex D needs updating although in practice the Secretary for Appointments is not involved to the extent which is indicated in the note. Certainly, so far as members of the Prime Minister's political party are concerned, the initiative tends to come from the Political Office and I merely notify our Press Office when the Prime Minister is being represented.

A small point, but Annex C3 lists members of the Royal Family who have died and I think this should be Prince William of Gloucester, not Richard.

JB 28.8.85

COMPLETION

*Papers please, for
June 1985*



Ref. A085/2178

MR CATFORD

Cabinet Office Precedent Book: Memorial and Other Services

As one of my "housekeeping" exercises before I finally leave this job, I have been attempting to bring up to date the Cabinet Office Precedent Book. It is customary for us to send you a copy of the chapter relating to memorial and other services and I accordingly enclose a copy of the redraft of Chapter Ten (formerly Chapter Thirteen).

2. If you have any comments they would, of course, be welcome.

3. You will notice that Annex D of the chapter takes the form of a No 10 note on Government representation at memorial services. The latest edition that I have of this note is one dated July 1976 and enquiries of Confidential Filing suggest that there has been no subsequent revision. It is perhaps not surprising, since this chapter of the Precedent Book has not been updated between then and now. It may be that in this area very little has changed over the last ten years but it would be nice to know whether you think the note does need updating and, if it does, to have an amended copy which we could annex to our own chapter. I am sending a copy of this minute, without attachment to Tim Flesher.

R P HATFIELD

21 August 1985

CONFIDENTIAL

CHAPTER TEN

MEMORIAL AND OTHER SERVICES

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CHAPTER TEN

MEMORIAL AND OTHER SERVICES

GENERAL

10.1 This chapter covers the main points of concern to the Cabinet Office relating to the organisation of memorial and similar services, including special services of intercession or thanksgiving. (Most of this chapter is concerned with the former rather than the latter but the same general considerations apply (the latter type is perhaps more likely to be organised by a Government Department - eg. the Falklands Thanksgiving). Not all the points noted call for action by the Cabinet Office but are intended to be helpful in dealing with miscellaneous enquiries. This chapter does not deal with Royal Funerals and the Demise of the Crown (for which see Chapter Eleven).

10.2 Details of memorial services etc, in which the Cabinet Office have been involved, to greater or less extent, is given in Annex C. It can be seen from the lists there how unsystematic Cabinet Office involvement is. A good deal still depends on the Private Secretary, or the Appointments Secretary at No 10, happening to notice that a memorial service is being arranged and thinking it worthwhile for the Government to be represented, and Cabinet, Ministers and others informed.

10.3 When the Cabinet Office is directly involved at all, its formal responsibilities of the Cabinet Office are generally limited to the arrangements for the attendance and seating of Cabinet Ministers but, on occasion, this may extend to the attendance and seating of the Speaker of the House of Commons,

the Leaders of the Opposition Parties in the House of Commons and the House of Lords, and former Prime Ministers and Members of the Cabinet. The Cabinet Office has only once (in very special circumstances in 1944 - see note 4) been responsible for the overall organisation of a service but have often been asked for advice on miscellaneous matters arising.

10.4 Apart from the exceptions noted, the Government takes the initiative in arranging a service only in connection with Royalty, Prime Ministers and a few Heads of State¹.

10.5 Following this principle Departments have no responsibility for organising memorial services for their former Ministers². However, in the case of a Minister who dies in office a memorial service, if the relatives agree, would normally be arranged by his Department³. The Cabinet Office offered assistance in the arrangement of the memorial services for Lord Hankey and Lord Normanbrook⁴.

X 10.6 Special arrangements have been made by No 10 Downing Street (in consultation with the relatives) on the death of a former Prime Minister⁵.

10.7 Services for Commonwealth or foreign dignitaries are usually organised by the High Commissioner in London or by the Embassy or Legation concerned⁶.

10.8 General responsibility for special services of intercession, etc sponsored by the Government usually rests with the Home Office or the Ministry of Defence⁷.

Practical Arrangements

10.9 Questions to be considered in the arrangement of a memorial service include:⁸

- a. Special wishes of the relatives
- b. Choice of Church and arrangements with the Church authorities. (St Margaret's is normally used when there are Parliamentary associations; Westminster Abbey, when large congregations have to be catered for; and St Paul's Cathedral mainly for special services of intercession, etc).
- c. Date and time⁹.
- d. Terms of notice in the Press (this may be in the form of an advertisement or of an announcement issued officially).
- e. Order of service (the Church are responsible for printing).
- f. Means of admission and reservation of seats (admission by ticket only or limited reservation of seats).
- g. Particular interests to be invited or represented.
- h. Traffic arrangements (special car labels are sometimes issued).

Representation of the Government

10.10 There is usually little difficulty in deciding whether the Prime Minister or Cabinet Ministers should be invited to attend or to be represented at a memorial service, or whether the Government should be represented in some other way (eg by a junior Minister). There is no need for the Government to be represented separately at services at which members of the Government are present. Where there is doubt about

representation this will be resolved, if necessary by the Prime Minister, following discussion between No 10 Downing Street, the Cabinet Office and any Departments concerned⁹. (There is at Annex D a note, prepared by the Secretary for Appointments at 10 Downing Street, on Government representation at memorial services, etc).

Attendance of Cabinet Ministers

10.11 The Cabinet Office is quite often involved in the arrangements for the attendance of Cabinet Ministers (apart from those services organised by the Government itself). This may mean simply informing Cabinet Ministers of the details of the service, ascertaining which Ministers wish to be present or represented, or ensuring that the Government is represented appropriately. On occasion it may be appropriate for the Cabinet Office to take the initiative (see, eg, case of service for Lord Citrine 1983).

10.12 The first step will usually be to ascertain the Prime Ministers own intentions and wishes. The Prime Minister may be represented at a memorial service either by a Cabinet Minister or by the Secretary for Appointments. Representation, as distinct from attendance, is inappropriate at services for Members of the Royal Household.

10.13 Where a memorial service clashes with a Cabinet meeting (see note 9) there are precedents for Ministers being excused from Cabinet in order to attend a memorial service¹¹. On other occasions Cabinet has been managed to enable Ministers to attend memorial services¹².

Other Invitations for which the Cabinet Office may be Responsible

10.14 It is usual, particularly when the occasion is one of a national character (see paragraph 10.23 below), for special invitations to be sent to the Leaders of Opposition Parties in the House of Commons and the House of Lords. This is done by letter from the Secretary of the Cabinet (or at Private Secretary level), in terms broadly similar to that sent to Ministers' Private Secretaries.

10.15 An invitation is usually sent to the Speaker of the House of Commons, by letter to his Private Secretary.

10.16 On some occasions invitations are also sent to former Prime Ministers or former members of the Cabinet who are not otherwise provided for.

Other Interests

10.17 Other special invitations, depending on the occasion, are handled as follows (if the service is being organised by a Government Department the details are usually adjusted at inter-departmental meetings):

Diplomatic Corps and
Commonwealth representatives - Foreign Office

Civil Servants - Cabinet Office (Management
and Personnel Office)

Service representatives - Ministry of Defence

Lord Mayor, other local
authority representatives,
other bodies

- Organisation responsible
for the service

Members of Parliament and
Peers

- Organisation responsible
for the service. If
tickets are being issued
and if the occasion has
Parliamentary associations
it is usual for a number of
tickets to be given to the
Whips for the use of those
who wish to attend. If
tickets are not being
issued no special
arrangements would be made.

Seating of Cabinet Ministers

10.18 The arrangements made for seating Cabinet Ministers and those mentioned in paragraphs 14, 15 and 16 naturally depend on the seating plan in the Church, but to some extent they depend also on the nature of the occasion. The Church authorities usually suggest an appropriate arrangement and the Cabinet Office need usually do no more than provide a list of those who intend to be present arranged in order of precedence. Otherwise it may be necessary to consider the following points:

a. The Lord Chancellor and the Speaker

The Lord Chancellor takes precedence over the Prime Minister; and the Speaker usually has a special seat.

b. Wives of Cabinet Ministers, etc

Usually these are seated with Ministers, etc, but

sometimes they are seated together in a separate block of seats.

c. Leaders of the Opposition

It is usual to seat them with the leading Members of the Cabinet.

d. Members of previous Cabinets

If members of previous Cabinets not otherwise provided for are to attend it is usual to seat them behind the Cabinet.

e. Ministers' Representatives

Some hold that representatives should be given the places which would have been taken by those they are representing. This, however, sometimes leads to an anomalous arrangement (eg where the representative is a junior Private Secretary) and there are occasions when it is better to compromise and to place them in appropriate seats behind.

f. Chiefs of Staff, etc

These are usually seated behind Ministers together with other official representatives.

These questions need to be settled in advance in consultation with the Department or organisation responsible for the service. In practice the Cabinet Office are usually given an allocation of seats in particular blocks, and the problem then becomes one of arranging Ministers and others in due order.

10.19 To help ushers in identifying Cabinet Ministers, etc their names should be written or typed boldly on the top of the admission tickets, if these are used. In any event, place cards with the names should be prepared and arrangements made with the ushers to put them on the appropriate seats in accordance with

the agreed order of seating. (This will not be necessary if only a few Ministers are attending).

Ushers

10.20 If the numbers attending make this desirable, it is usual for one or more ushers to be provided, to see to the seating of Ministers, etc, from the Cabinet Office, 10 Downing Street or elsewhere according to the nature of the occasion. The responsibility for providing or seeking ushers rests on the organisation arranging the service (in consultation with the Church authorities).

Expenses

10.21 Where a memorial or similar service is organised by a Department necessary expenditure may be met out of public funds (either by the Department concerned or by the Treasury). The main expenses are Church fees (organist, choir etc), printing of the order of service, Press advertisement (if used) printing of admission tickets (if used).

Summary of Action by the Cabinet Office

10.22 Action by the Cabinet Office in normal circumstances may be summarised as follows:

- a. Preliminary consultations with interests concerned (including 10 Downing Street) on questions of attendance.
- b. When date and time have been settled:
 - i. circular letter to Ministers' Private Secretaries on attendance of their Ministers

- ii. letters to Leaders of the Opposition and others (as appropriate).
- c. collation of replies to invitation and preparation of list in proposed order of seating.
- d. Issue of admission tickets marked with names (if used).
- e. Preparation of place tickets (if required).
- f. Arrangements for ushers (if required).

REPRESENTATION OF OPPOSITION PARTIES

10.23 The arrangements for representation at the annual Service of Remembrance at the Cenotaph developed in an ad hoc fashion over the years and in 1981, 1982 and 1983 questions were raised over the non-inclusion of the Leader of the Social Democratic Party (SDP). After the 1983 Election when the SDP became a national party with a number of members elected under the party name this led to considerable controversy. In the end a full review was conducted of the arrangements for representation of opposition parties at the Cenotaph (and on other state occasions - see File 68/3).

Cenotaph Service

10.24 The eventual outcome, so far as the Cenotaph Service was concerned was that it was decided that the winning of at least six seats in the last General Election should qualify the leader of a party both to attend and lay a wreath and that leaders of parties which win more than one but less than six seats at a General Election should be invited to attend but not to lay wreaths. Changes in representation through bye-elections between General Elections should not affect representation at

the Ceremony; leaders of the minority parties could not be represented by alternates.

Other State Occasions

10.25 It was agreed that the 'six-member rule' should be used as a guide for other state occasions. (File 68/3, Folio 10).

FILES AND NOTESFILES

The main file is:

63/1 (previously 32/93) - Memorial, funeral and other religious services and this contains almost all papers on both policy and cases. There are, however, a few other case files in the 63/ series. The arrangements for Sir Winston Churchill's funeral are dealt with in 32/492 Parts 1 to 8, and 29/31 and 80/56; those for the Falklands Service are on file 476/1 Part 9. File 63/8 is concerned with the Representation of Political Parties in State Occasions.

NOTES

1. The policy was most recently stated in the Prime Minister's personal minute M27/70 (file 63/1 Part 3 folio 48) in the context of turning down a suggestion by Mr Crossman (Secretary of State for Social Services) that the Government might arrange a memorial service for Lord Russell.

2. In 1948 the Scottish Office took the initiative in arranging a service for Mr J Westwood, a former Secretary of State, but there were special circumstances. However, the general principle was agreed by the Cabinet in October 1949 (CM(49) 62nd Conclusions, Item 3) when the question was raised whether the Home Office should take the initiative in arranging a memorial service for M J R Clynes, a former Home Secretary.

3. Miss Ellen Wilkinson (Minister of Education) died in office in 1947; as did Ernest Bevin (Lord Privy Seal) in 1951, Mr Ian Macleod (Chancellor of the Exchequer in 1970, and Mr Anthony Crosland (Foreign and Commonwealth Secretary) in 1977.

4. In 1944 the Cabinet Office undertook the organisation of the memorial service for Lord Moyne, Minister Resident in the Middle East. This was because the Minister Resident reported to the War Cabinet through the Secretary of the War Cabinet.

On the death of Lord Hankey (first Secretary of the Cabinet and subsequently a Minister) in 1963, the Secretary of the Cabinet offered assistance in arranging a memorial service but made it clear that responsibility for the arrangements must remain with Lord Hankey's family.

On the death of Lord Normanbrook (third Secretary of the Cabinet and subsequently Chairman of the Governors of the BBC) in 1967 Lady Normanbrook decided that the funeral service should be strictly private. When the death was announced the Prime Minister issued (on Sir Burke Trend's advice) a public statement of sorrow and regret. A memorial service was held subsequently in Westminster Abbey and Lady Normanbrook herself decided the date of the service and its form in consultation with the Dean of Westminster. Official notification was made in the newspapers and the task of informing Ministers and former Ministers and colleagues of Lord Normanbrook was shared by the Ceremonial Officer of the Treasury and the Cabinet Office; the greater part of the work fell on the former. There was a regular meeting of the Cabinet on the morning of the memorial service but it was arranged so that the Prime Minister was able to conclude it and attend. The Queen was represented by the Head of the Civil Service, Sir Laurence Helsby. The ushers were provided partly by Westminster Abbey and partly by former Private Secretaries.

On the death of Lord Bridges (second Secretary of the Cabinet) in 1969, the lead in issuing invitations etc for the memorial service was taken by the Civil Service Department.

5. The initiative and responsibility for advising the Prime Minister on funeral and memorial services for former Prime Ministers lies with 10 Downing Street. (see letter McIndoe/Hewitt of 13 April 1965 attached to folio 6 on 63/1 Part 2). The precedents are:

Mr Bonar Law Died in the Recess (1923)

Tributes were paid on the first day the House met. No adjournment. Burial in Westminster Abbey (the Prime Minister approached the Dean) on 5 November 1923, after a service at St Columba's, Pont Street. Arrangements made by No 10. Pall bearers were the Prince of Wales, the Prime Minister, the Speaker, Lord Balfour, Mr Asquith, Lord Fitzalan, Lord Carson, Lord Beaverbrook, Mr Austin Chamberlain and Mr Ramsay MacDonald. There was no memorial service.

Lord Oxford (H H Asquith) Died 15 February 1928

The Prime Minister gave notice that he would move motion next day and the House adjourned next day (16 February). The Prime Minister wrote to Lady Oxford expressing the sympathy of the Cabinet. Lord Oxford was buried at Sutton Courtney on 20 February at his own request. Burial in Westminster Abbey was offered but refused (the Prime Minister approached the Dean). A memorial service was held in Westminster Abbey on 21 February; the King and the Prince of Wales were represented. Tickets were issued to the Cabinet by No 10. The cost was borne on public funds.

Lord Balfour Died 19 March 1930

House adjourned on 19 March, tribute on 20 March. Lord Balfour was buried on 22 March at Whittinghame, Dunbar. Burial in Westminster Abbey was offered but refused. (The Dean offered before prompting); Lord Balfour wished for a private funeral. A memorial service was held in Westminster Abbey on the same day, the King and the Prince of Wales were represented. No 10 issued tickets to the Cabinet and other officials in consultation with the Chapter Clerks' Office. The cost was borne on public funds.

Mr Ramsay MacDonald Died 9 November 1937 in Bermuda

Tribute and House adjourned 10 November. Mr MacDonald's body was brought back on HMS Apollo. Burial in Westminster Abbey was offered but refused by the family although the first part of the funeral service was held there on 26 November 1937. The pall bearers were the Prime Minister, the Speaker, Sir John Simon, Earl De La Warr, Lord Baldwin, Mr Attlee, Sir Archibald Sinclair, Mr Kerr, Mr E A Morrison, Sir Walter Citrine. Tickets for the Cabinet were issued by No 10. The body was then taken to Golders Green for cremation and then to Lossiemouth. The Prime Minister wrote to Mr Malcolm MacDonald on behalf of the Cabinet. There was no memorial service.

Mr Neville Chamberlain Died 9 November 1940

The Prime Minister informed Cabinet that, although it was usual for the House to adjourn after the payment of tributes, there would be no immediate adjournment on this occasion since a Funeral Service was to be held in Westminster Abbey on 14 November 1940 (Mrs Chamberlain having accepted the offer of burial there) which would involve the adjournment of the House on that day. Because we were at war, the Prime Minister ruled that the time and place of the funeral should be kept secret and that attendance should be kept as small as practicable. Seats

were reserved for members of both Houses of Parliament but admission cards were not issued and it was necessary to have ushers who could identify the invitees. The staff of the War Cabinet Office assisted the staff of No 10 in regard to the clerical work etc, which was involved in making the arrangements. There was no memorial service.

Lord Lloyd George Died 26 March 1945

House adjourned on 27 March, tribute on 28 March. The Funeral was private at his request. A memorial service in the Abbey was held on 10 April 1945. This was arranged by No 10. The cost was borne on public funds. A memorial stone to Earl Lloyd George was unveiled by the Prince of Wales in Westminster Abbey on 27 July 1970. The Cabinet Office was responsible for inviting all Ministers.

Lord Baldwin Died 14 December 1947

Tributes were given and both Houses adjourned for a day as a mark of respect, the Commons on 15 December 1947, and the Lords on 17 December. (The Government, which was pressed for Parliamentary time, had hoped to avoid an adjournment - CM(47) 95th Conclusions of 15 December 1947). Lord Baldwin was cremated on 17 December. A memorial service was held in Worcester Cathedral on 20 December. Burial at Westminster Abbey was offered but refused, the ashes went to Worcester Cathedral. A memorial service was held in Westminster Abbey on 14 January 1948: the Private Secretary to the Secretary of the Cabinet wrote to senior Ministers in the usual way, notifying them of the time and date and asking them whether they wished to attend; the tickets appear to have been issued by the Chapter Office, Westminster Abbey, on the provision by the Cabinet Office of a list of those who wished to attend. The Civil Service, Board of Admiralty and Army and Air Councils were represented.

Sir Winston Churchill Died 24 January 1965

Sir Winston Churchill was given a State Funeral in St Paul's Cathedral on Saturday 30 January. The arrangements, planned as Operation Hope Not, are described in some detail in the note at Annex F (see also file 32/492 Parts 1 to 8, file 29/31 and file 80/56).

Lord Attlee Died 8 October 1967 (file 63/1 Part 2)

The Cabinet paid tribute at their meeting on 11 October (CC(67) 58th Conclusions, Item 1). Tributes were given in the House of Commons on 23 October (when the House first met after the Recess). A semi-private funeral service was held on Wednesday 11 October in the Temple Church, followed by a private cremation. The funeral service was attended by the Prime Minister and Mrs Wilson and one or two other Ministers or former Ministers.

A memorial service was held in Westminster Abbey on 7 November 1967: the Private Secretary to the Secretary of the Cabinet wrote to senior Ministers in the usual way, notifying them of the time and date and asking them whether they wished to attend. (Only members of the Cabinet, Ministers in charge of Departments, the Chancellor of the Duchy of Lancaster, the Minister without Portfolio and the Paymaster General were included in the Cabinet Office arrangements; all other Ministers were included in separate arrangements made for both Houses of Parliament and notified by the Whips' Offices). The public notice of the service requested former Ministers to apply to the Secretary of the Cabinet if they wished to attend. Tickets (for those who needed them) were subsequently issued by the Cabinet Office. The Cabinet Office provided one usher for the service.

Lord Avon (Anthony Eden) Died 1977

A memorial service was held in Westminster Abbey on 15 February 1977. The Secretary of the Cabinet's office organised Ministerial attendance (including former Ministers) and provided six ushers.

6. Exceptionally, in November 1947, the Foreign Office were responsible for the memorial service for Mr John Winant, United States Ambassador in London during the Second World War; and the Commonwealth Relations office sometimes took the lead when Commonwealth interests predominated.

7. See 63/1 Part 1 folios 28 to 30 for refusal by Cabinet Office to circularise Ministers about a service in Westminster Abbey to inaugurate the International Year for Human Rights.

8. For a good example of the practical problems (including some unusual ones) involved in arranging a memorial service see Private Office papers on the memorial of Sir Robert Mayer (1985). This was organised as a semi-private venture by the Secretary of the Cabinet and Mr Edward Heath.

9. Westminster Abbey and St Paul's Cathedral have been asked, to avoid, so far as possible, arranging memorial services which are likely to involve the Prime Minister or members of the Cabinet for Thursday mornings. (see file 63/1 Part 3 folio 71).

10. There are no set rules about the occasions on which the Government should be represented. Thus Ministers generally were invited to attend the memorial service in August 1966 for 3 policemen killed on duty, and the Minister for Transport (Mr Mulley) represented the Government at the memorial service for those killed in the Moorgate tube disaster in March 1975. See also the correspondence on 63/1 Part 5 (folios 18 and 19) about whether there should be representation at the memorial

service for Professor Hamilton Fairley who was killed by a terrorist bomb in Camden Hill Square in October 1975. In the event the Secretary of State for Social Services (Mrs Castle) attended the service.

11 The Minister for Housing and Local Government was excused Cabinet on 3 November 1966 in order to attend Lord Cohen's memorial service in Brighton (file 63/1 Part 1 folio 25).

12. See note 4 (Lord Normanbrook). Also 63/1 Part 3 folio 8 when the Lord Chancellor was enabled to attend the memorial service for Mr Vincent Massey on 25 January 1968. In March 1981 Cabinet was rearranged to allow Ministers to attend the memorial service for Lord Amory and in May 1985 Cabinet began early to allow the Prime Minister and other Ministers to attend the service to mark the 40th Anniversary of VE Day.

CONTACTS IN OTHER DEPARTMENTS10 Downing StreetSecretary for Appointments (and
Private Secretaries)

General advice on organisation and attendance; Memorial services for former Prime Ministers; attendance of Prime Ministers, etc.

Cabinet Office (Management
and Personnel Office

Ceremonial Officer

Foreign and Commonwealth
OfficeVice-Marshal of the Diplomatic Corps
(and Protocol Department generally)

Attendance of diplomatic (including Commonwealth) representatives; general organisation where foreign or Commonwealth interests predominate. (The actual attendance of representatives of the Diplomatic Corps is arranged by the Marshal of the Diplomatic Corps, Buckingham Palace.)

Lord Chamberlain's Office

Comptroller

Attendance of representatives of the Royal Household; organisation of Household services, etc.

Westminster Abbey

Receiver General

St Paul's Cathedral

Receiver

St Margaret's, Westminster

Dean

MEMORIAL AND OTHER SERVICES: LIST OF CASES

The Lists below are as complete as the filing system, and time, allow. The cases have been divided into the following categories:

- i. Former Prime Ministers
- ii. Ministers dying in office
- iii. Former Ministers
- iv. Members of the Royal Family
- v. Commonwealth leaders
- vi. Foreign Heads of State, etc
- vii. Civil Servants and Diplomats
- viii. Military leaders
- ix. Miscellaneous - individuals
- x. Other services

i. Former Prime Ministers (See Annex A, Note 5)

November	1937	Ramsay MacDonald (funeral)
November	1940	Neville Chamberlain (funeral)
April	1945	Lloyd George
January	1948	Stanley Baldwin
January	1968	Winston Churchill (funeral, St Paul's, Operation HOPE NOT)
November	1967	Clement Attlee
February	1977	Lord Avon (Anthony Eden)

ii. Ministers dying in office

April	1940	Sir John Gilmour (Minister for Shipping)
December	1940	Lord Lloyd (Secretary of State Colonies)

September	1943	Sir Kingsley Wood (Chancellor of the Exchequer)
November	1944	Lord Moyne (Minister Resident in the Middle East) (Arranged by the Cabinet Office, see Annex A, Note 4)
February	1947	Miss Ellen Wilkinson (Minister of Education) (St Margaret's, Westminster)
July	1970	Mr Ian Mcleod (Chancellor of the Exchequer) (the Prime Minister attended the funeral in Yorkshire; there was a service of thanksgiving at Westminster Abbey)
March	1977	Mr Anthony Crosland (Foreign and Commonwealth Secretary) (service of thanksgiving at Westminster Abbey)

iii. Former Ministers

April	1947	The Marquis of Salisbury
July	1948	Mr J Westwood
November	1949	Lord Runciman
October	1950	Viscount Hailsham
April	1951	Ernest Bevin
May	1952	Sir Stafford Cripps
January	1958	Lord Waverley
January	1960	Lord Halifax
July	1960	Aneurin Bevan
September	1960	Lord Reading (West London Synagogue)
November	1960	Lord Stansgate (St Margaret's, Westminster)
February	1961	Lord Dunrossil
October	1961	Lord Crookshank (funeral service)
January	1963	Hugh Gaitskell
June	1964	Lord Beaverbrook (St Paul's)
	1964	Lord Monckton
January	1965	Lord Woolton

March	1965	Lord Morrison
February	1966	Lord Chuter Ede (Essex Hall, WC2)
December	1967	Lord Chatfield
February	1971	Viscount Davidson
	1971	Lord Simmonds
March	1972	The Marquis of Salisbury
	1972	Lord Swinton
	1974	Richard Crossman
July	1978	Lord Selwyn-Lloyd
March	1981	Lord Amory (Thanksgiving - St Paul's)
November	1981	Lord Boyle (St Margaret's)
April	1982	Lord Butler
May	1983	Viscount Boyd of Merton (Westminster Abbey)

iv. Members of the Royal Family

September	1938	Prince Arthur of Connaught
January	1942	The Duke of Connaught
September	1942	The Duke of Kent
February	1960	Countess Mountbatten
March	1965	The Princess Royal
October	1968	Princess Marina
	1972	The Duke of Windsor
	1972	Prince Richard of Gloucester
July	1974	The Duke of Gloucester

v. Commonwealth Leaders

April	1939	Mr Lyons (PM of Australia)
April	1940	Mr Savage (PM of New Zealand) (Westminster Cathedral)
August	1940	Australian Ministers lost in an air crash
July	1945	Mr Curtin (PM of Australia)
September	1949	Mr Beasley (Australian High Commissioner) (Westminster Cathedral)

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July	1950	Mr Mackenzie King
September	1950	Field Marshal Smuts
May	1964	Sir M Margai (PM of Sierra Leone)
May	1966	Mr Bazarrabusa (Ugandan High Commissioner) (St Martins in the Fields)
January	1968	Mr Holt (PM of Australia)
January	1973	Mr Pearson (PM of Canada)

vi. Foreign Heads of State, etc

July	1943	General Sikorski
April	1944	Frank Knox (US Secretary of the Navy)
April	1945	President Roosevelt (St Paul's)
April	1947	The King of Denmark
November	1947	Mr John Winart (former US Ambassador (See Annex A, Note 6))
September	1957	The King of Norway
September	1961	Mr Dag Hammarskjold
April	1963	The President of Israel (New West End Synagogue)
	1963	President Kennedy
October	1966	General Bor-Komorowski (Polish war leader)
June	1968	Senator Robert Kennedy (Westminster Cathedral)
April	1969	President Eisenhower
November	1970	President de Gualle
January	1972	The King of Denmark
October	1973	The King of Sweden
	1973	President Johnson
	1974	President Pompidou
	1974	President Childes (Eire)
July	1975	General Franco

vii. Civil Servants and Diplomats

February	1940	Lord Tweedsmuir
September	1948	Sir Warren Fisher
July	1967	Lord Normanbrook
October	1969	Lord Bridges (CSD took the lead)
April	1970	Harold Bishop (CSO took the lead; the Secretary of the Cabinet read the lesson, and missed Cabinet to do so)
April	1970	Michael Halls
May	1971	Sir Frank Lee
July	1973	Sir Richard Sharples (Governor of Bermuda)
July	1975	Sir Richard Clarke
July	1976	Mr Ewart-Biggs (Ambassador in Eire)
	1976	Sir Michael Cary (Perm Sec, MOD)
April	1979	Sir Richard Sykes (Ambassador to NATO)

viii. Military Leaders

May	1943	General Andrews (Guards Chapel)
November	1944	Field Marshal Sir John Dill
January	1945	Admiral Ramsay
June	1950	Lord Wavell
May	1964	Lord Brabazon of Tara
	1967	Lord Tedder
	1969	Earl Alexander of Tunis
	1970	Field Marshal Sir William Slim
	1970	Lord Dowding
December	1970	Sir Michael Le Fanu (Chief of the Defence Staff)
	1976	Viscount Montgomery of Alamein
	1979	Field Marshal Auchinleck
December	1979	Lord Mountbatten (St Paul's)

ix. Miscellaneous

December	1940	Lord Lothian
January	1941	Lord Baden-Powell
August	1941	Lord Willingdon
March	1943	Cardinal Hinsley (Westminster Cathedral)
October	1944	The Archbishop of Canterbury
December	1945	Lord Lang
April	1946	Viscount Gort
April	1946	Lord Keynes
November	1948	Lord Ashfield (St Martin's in the Fields)
January	1949	Tommy Handley
January	1952	Lord Addison
January	1952	Lord Linlithgow
September	1958	Dr Vaughan Williams
December	1958	Lord Cecil
January	1962	Sir Earle Page (St Martin's in the Fields)
November	1962	Lady de L'Isle (St Luke's, Chelsea)
April	1963	Lord Beveridge
April	1964	Lady Astor
	1965	Sir Harry Hylton-Foster
September	1966	3 Police Officers killed on duty
November	1966	Lord Cohen
September	1967	Lord Stanhope (Windsor)
July	1968	Sir A Cohen
November	1968	Lord Rowley
September	1971	Sir D Morton
October	1972	Lord Fisher of Lambeth
March	1975	The victims of the Moorgate tube disaster
April	1975	Sir R Robinson
October	1975	Sir J Waldron
November	1975	Professor Hamilton Fairley (killed by a terrorist bomb in Camdon Hill Square)
	1975	Cardinal Heenan
March	1976	Sir R Edwards (St Martin's in the Fields)
	1976	Lord Feather

March	1979	Jean Monnet (St Margaret's - European Monument)
March	1983	Lord Citrine (St Margaret's)
May	1985	Sir Robert Mayer (St Margaret's - organised privately by Secretary of the Cabinet)

x. Other Services

Services of Intercession or Thanksgiving

September	1942	of Intercession for Yugoslavia
May	1943	National Thanksgiving Service
September	1943	Battle of Britain Sunday
August	1944	for the Liberation of Paris
October	1944	for the Liberation of Belgrade
May	1945	for Victory in Europe
August	1945	National Day of Thanksgiving
January	1946	of Intercession for the United Nations
September	1946	of Intercession for the United Nations
July	1947	National Day of Prayer
April	1948	HM Silver Wedding
March	1953	Commonwealth Service
July	1953	Commemoration of the Battle of Britain
February	1962	300th Anniversary of the Book of Common Prayer
September	1966	for 21 years of the United Nations
October	1966	for the Independence of Lesotho
December	1967	for the International Year of Human Rights
May	1979	30th Anniversary of NATO (Abbey -organised by Ministry of Defence)
July	1982	60 Years of Broadcasting (St Paul's - organised by BBC)
July	1982	Falklands Thanksgiving (St Paul's - organised by Ministry of Defence)

June	1984	40th Anniversary of D Day (Normandy - organised by French Government)
May	1985	40th Anniversary of VE Day (Abbey - organised by Ministry of Defence)

Unveiling of memorials -

October	1948	In memory of President Roosevelt
July	1970	In memory of Earl Lloyd George

This note sets out the arrangements for dealing with Government representation at funerals and memorial services, and letters of condolence. This note does not cover:-

a) Arrangements for funerals of members of the Royal Family (and former Prime Ministers), which are covered separately.

b) Arrangements for Government representation at funerals etc. of foreign Heads of State or Government, which are the responsibility of the Foreign and Commonwealth Office.

2. A procedure is needed to cover the following situations:-

i) Government representation at the funeral/memorial service of someone who has given outstanding public service, including consideration of whether members of the Cabinet, etc. (see paragraph 3 below) should be notified of the funeral arrangements.

ii) Representation of the Prime Minister personally at a similar service.

In some cases, there may be no true distinction from (i), and it is difficult to imagine an occasion at which separate representation both of the Government and the Prime Minister would be appropriate. But how any representation is best described needs to be considered in each case, bearing in mind that press reporting may sometimes give greater prominence to attendance by a representative of the Prime Minister personally, rather than to attendance by a representative of the Government as a whole.

iii) Representation of the Prime Minister at a service for a leading member of the Prime Minister's political party.

iv) Representation of the Prime Minister on personal grounds.

3. No. 10 Downing Street will be responsible for initiating action under all these headings. On occasions covered under (i) above, No. 10 will consult the Private Secretary to the Secretary of the Cabinet and discuss with him whether the service arrangements should be drawn to the attention of Cabinet Ministers, the Leaders of the Opposition Parties, former Prime Ministers, or others so that they can take appropriate steps to attend or be represented. If so the Cabinet Office will make the necessary arrangements. The Private Secretary to the Secretary of the Cabinet and the Private Secretary of the Minister most directly concerned (where one can be identified) should also be consulted about Government representation. Points to consider are whether the Prime Minister should be advised to attend the service himself or whether he should be represented by a Minister (senior or junior), a Private Secretary, or perhaps, on rare occasions, a senior official.

On occasions covered by (iii) the Prime Minister's political office will be consulted.

4. Within 10 Downing Street, the Secretary for Appointments will be responsible for initiating action.

5. When representation has been agreed, 10 Downing Street (or the Department which has accepted responsibility) becomes responsible for two things:-

- i) Informing the church where the service is taking place, or those responsible for arranging the service, and making sure that a seat is reserved,
- ii) Notifying the Press of the official representation at the service. The Press Office of No. 10 or the responsible Department should invariably make sure that this is done.

In cases where Cabinet Ministers and others are invited to the

service, the Cabinet Office will generally arrange tickets and seats for those who wish to attend.

Letters of Condolence

6. It is for individual Departments to advise their Minister to send a letter of condolence. Within 10 Downing Street, the Secretary for Appointments will be responsible for advising the Prime Minister to send a letter of condolence, or for doing so on his behalf.

JULY 1976
10. Downing Street

ARRANGEMENTS FOR THE FUNERAL OF SIR WINSTON CHURCHILL
(OPERATION "HOPE NOT")Note by the Cabinet OfficeBackground

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Nothing more was done until May, 1957, when the Prime Minister (the Rt. Hon. Harold Macmillan, MP) expressed some anxiety that those concerned should be ready to move with speed and efficiency when the moment came. His intervention had been prompted by an approach from the Dean of St. Paul's Cathedral suggesting that Sir Winston might be buried in the Cathedral alongside Nelson and Wellington. While the Prime Minister did not propose to give further consideration to this particular enquiry, still less to consult Sir Winston himself (who was known to be unwilling to address his mind to the subject), he felt that the wishes of the family should be considered, and an informal meeting was therefore arranged between representatives of the Prime Minister's Office and of the Cabinet Office and the Private Secretary to Sir Winston Churchill, Mr. Montague Browne.

This meeting took place on 18th June, when Mr. Montague Browne revealed that Sir Winston had expressed a definite wish to be buried at a particular spot on the front lawn at Chartwell. Lady Churchill was the only other person who knew this. It was safe to assume, therefore, that there would be a State funeral service (probably at the Abbey) followed by private interment; and it was agreed that Mr. Browne should consult Mr. Jock Colville, in view of the latter's special relationship with the Churchill family, while Sir Norman Brook might speak privately to the Duke of Norfolk to see if there was any preliminary planning that could be kept confidential which he could put in hand. Mr. Colville was consulted by 27th June and agreed that a State funeral followed by private interment was appropriate, but thought that St. Paul's had a better claim than the Abbey on such an occasion.

The Duke of Norfolk saw Sir Norman Brook on 4th November and suggested that there might be a Lying in State in Westminster Hall to precede a possible procession through London and a service in either St. Paul's or the Abbey. It was agreed that Garter King of Arms should now be taken into his confidence and prepare provisional plans, and that they would:-

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- (i) investigate arrangements for the State funerals of Nelson and Wellington;
- (ii) consider the respective merits of St. Paul's and the Abbey;
- (iii) ascertain whether there were precedents for a Lying in State in Westminster Hall other than for Royalty.

The Duke of Norfolk and Sir Norman Brook met again on 31st December, by which time Garter King of Arms had produced notes on previous State funerals. Guided by the precedent of Mr. Gladstone's funeral in 1898, they agreed in principle to a Lying in State, preferably in Westminster Hall. Assuming private interment outside London, the subsequent arrangements would be either (a) a procession from Westminster Hall to a London terminus and, separately, a service in Westminster Abbey at the same time as a private burial service outside London, or (b) a procession to St. Paul's for a service, followed by private interment in the country. In order to ascertain the wishes of the family, the Prime Minister might approach Lady Churchill or Sir Norman Brook might approach Mrs. Soames.

In February, 1958, the question became more urgent owing to Sir Winston's illness, and contingency arrangements were speeded up. On 26th February, Sir Norman Brook held a meeting with representatives of the Home Office, the Prime Minister's Office and the Whips' Office, and preliminary agreement was reached on measures affecting the Press and broadcasting, procedure in the event of Sir Winston's dying abroad, Parliamentary procedure, etc. On 3rd March the Duke of Norfolk and Sir Norman Brook agreed to widen the circle of consultation to include the Lord Chamberlain - who would be responsible for bringing the body to Westminster Hall - and possibly the Lord Great Chamberlain, while the Foreign Office and the Commonwealth Relations Office should be asked to consider arrangements for representation of foreign and Commonwealth countries at the funeral. By 21st March Sir Norman Brook had sounded the Director-General of the BBC, Sir Ian Jacob, about plans for broadcasts on the occasion of Sir Winston's death, and had promised that the BBC should be brought into consultation when planning for the State funeral and procession was further advanced.

Development of plans

On 21st March, 1958, the first draft of the master paper on Procedure on the Death of Sir Winston Churchill was produced by Sir Norman Brook's Private Office. (This was revised at least eight times before the final version of 2nd November, 1964, which was the one in force when Sir Winston died on 24th January, 1965). It was divided into three sections - Initial Action, Arrangements for the Funeral, and Press and Other Enquiries - and outlined the action to be taken by the authorities concerned, including the Prime Minister's Private Secretary, the Cabinet Office, the Chief Whip's Private Secretary, the Earl Marshal, the Foreign Office, the Home Office and the Commonwealth Relations Office. A copy of the final version is given as Appendix II to this paper.

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Planning continued throughout the spring of 1958, and opinion hardened in favour of holding the service in St. Paul's rather than the Abbey. By 24th March, 1958, it had also been agreed between Sir Norman Brock and the Duke of Norfolk that eight days should be the maximum interval between death and the day of the State funeral; and by 15th April the Duke of Norfolk had produced an outline plan to cover the Lying in State and the procession. This was approved by Lady Churchill by 9th May, and planning could thus continue on the firm basis of a Lying in State in Westminster Hall, a procession, a service in St. Paul's, and private interment at Chartwell.

By September, 1958, some progress had been made in settling the principles on which foreign and Commonwealth representatives should be invited to the funeral and in drawing up lists of close associates and friends, possible pallbearers, etc.; but in order to preserve secrecy it was decided that no approach should be made to foreign and Commonwealth Governments until a public announcement about the State funeral had been made. Some widening of the circle of consultation was, however, inevitable. The Dean of St. Paul's was already involved, and at a meeting in the Cabinet Office on 7th January, 1959, it was agreed that the Service Departments, the Post Office, the Stationery Office, the Police and the Port of London Authority should be consulted on different aspects of the arrangements. By 5th March the Duke of Norfolk had produced a rough timetable for the ceremonies on the day of the funeral as well as for the preceding week: with the day of death as X, the funeral would be X plus 3, i.e. seven clear days, and the Lying in State would start in the late afternoon of X plus 4. Arrangements for the journey to Westminster Hall would be the responsibility of the Lord Chamberlain, the arrival at the Hall would be under the Earl Marshal, and arrangements for the Lying in State under the Lord Great Chamberlain and the Minister of Works.

Plans were expanded to deal with the arrangements necessary should Sir Winston die abroad, the respective roles of the RAF and the Royal Navy being defined, and the London District of Army Eastern Command went ahead with its plans for the ceremonial on the day of the funeral. Progress was also made on the allocation of seats in St. Paul's between Government Departments, the Services, family and friends, and on the selection of pallbearers. By 27th July, 1959, the Duke of Norfolk felt that the point had been reached at which all possible advance arrangements had been made and the file could be put away. But in December, 1959, it was learned that Sir Winston had decided that he should be buried in the churchyard at Bladon, near Woodstock, where his parents were buried. This necessitated a considerable rearrangement of the ceremonial planned for the day of the funeral. A procession from St. Paul's to Paddington would involve obvious difficulties. It was therefore decided, subject to the family's approval, to retain the proposed procession from St. Paul's to Tower Bridge, from where the coffin would be carried by river to the Festival Hall pier and thence by motor hearse to Waterloo. It could then be taken by special train to the station nearest to Bladon.

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The basic plans for the Lying in State and the funeral were now laid and were very little altered before the event; Lady Churchill and the family approved the draft ceremonial and (with only minor alterations) a draft order of service for St. Paul's in November, 1960. Plans were also elaborated to deal with the situation should Sir Winston die abroad, particularly in the south of France, which included the necessary arrangements for undertakers and embalmers and the question of foreign ceremonial, which it was hoped to keep to a minimum. The Foreign Office, the Admiralty and the Air Ministry produced detailed notes of their respective plans of action in January, 1960, and co-ordinating meetings were held in the Cabinet Office in February and June of that year. Arrangements were made with the Stationery Office for the pre-printing of black-edged stationery; and the plans of both the BBC and ITA were expanded to include not only coverage of the Lying in State and the funeral but also the pre-recording of television and sound tributes to Sir Winston by Lord Avon and other colleagues and friends and the preparation of an official tribute from the Prime Minister of the day.

Plans for invitations to foreign and Commonwealth guests and details of the seating arrangements in St. Paul's also progressed. Apart from those reserved for the Royal Family and other distinguished personages, the family and personal friends, the seats were allocated in blocks by the College of Arms to the different Departments and authorities concerned, to be allocated individually at their own discretion. The Cabinet Office was responsible for the invitations to six categories of guests: Ministers and their wives, Privy Counsellors who served with Sir Winston as Ministers of Cabinet rank, persons who served Sir Winston at No. 10, persons who served him in the Cabinet Office, the Ministry of Defence, etc., Heads of Departments, and other public figures. A detailed plan of action to be taken by the Cabinet Office on these arrangements was drawn up on 22nd May, 1963, and revised at intervals up to January, 1965. With the change of Administration in November, 1964, the lists of guests and the seating arrangements in St. Paul's required substantial revision in order to accommodate the increased numbers of ex-Ministers, Permanent Secretaries and Privy Counsellors who had served under Sir Winston and were not now otherwise provided for. A slight complication also arose from the fact that the College of Arms refused to be responsible for drawing up an advance master list of guests which would avoid the possible duplications or omissions which might arise from the drawing up of separate lists by so many bodies. A meeting held at the College of Arms on 30th January, 1964, went some way to clearing up outstanding points, but it would appear that a master list was not compiled until after the funeral, when the different authorities were asked to submit a final list of the guests to whom they had sent invitations.

The only other difficulty which arose at a comparatively late stage of planning was the question of traffic control if the day of the funeral, which was not to be a public holiday or day of National Mourning, should not fall on a Saturday. As early as 27th July, 1959, the Duke of Norfolk had spoken of the advantages of deciding on a Saturday, regardless of the increased interval which would probably elapse between the death and the funeral, but Sir Norman Brook

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had felt that the family would have strong objections to such an interval. The question was revived in August, 1962, when Sir Norman Brook pointed out that three conflicting demands were involved - the family wished the interval before the funeral to be no more than eight days, the military authorities said they must have at least eight days, and the police wished the funeral to be on a Saturday. When the time came it might be necessary for one or more parties to give way a little, but this was something which could not be decided in advance of the event. Meanwhile the Lord Great Chamberlain's office drew up detailed instructions for the police as well as for the Members and officers of both Houses of Parliament to cover the organisation of the Lying in State, the public queues and the ceremonies on the day of the funeral. These instructions were revised from time to time up to December, 1964.

Sir Winston's death and funeral

Sir Winston became seriously ill in January, 1965, and although his last illness was prolonged it soon became apparent that he was dying. He died in the early morning of Sunday, 24th January, and the funeral took place on the following Saturday, 30th January, i.e. X plus 6 rather than the X plus 8 which had been planned. The speeding up of the funeral arrangements was largely made possible by the nature of his last illness, which had allowed the Earl Marshal and the different Departments concerned to put preliminary measures discreetly in hand before the day of death. For instance, the College of Arms decided to send out the blocks of invitation cards to the Departments ahead of the actual death, leaving them to insert the date of the service as well as the name of the invitee. The Prime Minister (Mr. Wilson) also arranged to alter one of the statements to be issued from No. 10 so that the public could be given information about the date of the funeral and the dates of the Lying in State should Sir Winston die over the weekend, as in fact happened. Otherwise the arrangements went almost exactly as the Earl Marshal had planned. A note for record, covering the sequence of events from 15th January up to the day of the funeral, was compiled in the Private Office on 22nd February and is summarised at Appendix III.

Cabinet action

The Prime Minister informed the Cabinet on 19th January, 1965, that Sir Winston was gravely ill. If he did not survive, it would be appropriate that tributes should be made in Parliament. Any tributes from individual Ministers should be co-ordinated, for convenience, through the Prime Minister's Press Secretary at No. 10.

On 26th January the Prime Minister told the Cabinet that Ministers would be informed in due course of the arrangements for them to attend the Lying in State and the funeral. There would be no national mourning and Ministers should feel free to attend social and public functions where these were of an official nature. The political activities connected with the current by-elections should also continue, though it might be thought best to refrain from political controversy on the day of the funeral. However, it would be appropriate to decline purely social invitations, other than private ones, for the rest of the week. The Cabinet agreed that a message of sympathy on behalf of the Government as a whole should be sent to Lady Churchill and other members of Sir Winston's family. The message was sent that same day by the Secretary of the Cabinet, Sir Burke Trend, and read as follows:-

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"At their first meeting after Sir Winston's death the Cabinet directed me this morning to record their collective sense of the great loss which the country has sustained and to convey to you and the other members of his family their deepest sympathy".

6.

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APPENDIX I

DEPARTMENTS AND OFFICERS CONCERNED IN THE FUNERAL
ARRANGEMENTS

<u>Department</u>	<u>Functions</u>
Cabinet Office	General co-ordination of arrangements; sends out invitations to certain guests - see page 4 above
Earl Marshal and Garter King of Arms	Arrange and supervise all aspects of the ceremonial for Lying in State, funeral and journey to Bladon; co-ordinate arrangements with Cathedral authorities; responsible for Royal guests and VIPs and for general seating arrangements
Lord Chamberlain	Arrange journey of body to Westminster Hall
Lord Great Chamberlain	Arrange Lying in State in Westminster Hall, in conjunction with Earl Marshal and Ministry of Public Building and Works
Foreign Office, Commonwealth Relations Office and Colonial Office	Supervise invitations to foreign and Commonwealth guests and representatives
Ministry of Defence	(i) Army: through London District HQ; arrange ceremonial for the Lying in State and funeral (ii) R.A.F. and Navy: responsible for transport of coffin, etc. should Sir Winston die abroad
Ministry of Public Building and Works	With Earl Marshal and Lord Great Chamberlain, arrange Lying in State in Westminster Hall
Home Office	Make necessary police arrangements
Stationery Office	Arrange printing of all black-edged stationery, order of service, order of ceremonial, etc.
Post Office	Arrange laying of cables, etc. for special television and sound broadcasts
Port of London Authority	Arrange journey by river

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<u>Department</u>	<u>Functions</u>
Prime Minister's Private Secretary	Inform Queen's Private Secretary, Cabinet Office and Chief Whip's Office when news of death is received; co-ordinate arrangements for Press and television announcements between Prime Minister's Office, House of Commons and Cabinet Office
Chief Whip's Private Secretary	Arrange adjournment of House of Commons, moving of an Address and the paying of tributes

PROCEDURE ON THE DEATH OF SIR WINSTON CHURCHILLA. INITIAL ACTION

1. On the death of Sir Winston Churchill, his Private Secretary informs by telephone the Prime Minister's Private Secretary.

2. The Prime Minister's Private Secretary -

(i) Informs:

The Queen's Private Secretary
The Cabinet Office
The Chief Whip's Private Secretary

(ii) Submits to the Prime Minister a pre-arranged statement for immediate publication.

(iii) Ascertains when the Prime Minister wishes to make a broadcast on radio and television. (A provisional text should have been prepared in advance).

(iv) (a) If the House of Commons is not in Recess -

Arranges for the issue of a statement saying that it is understood that The Queen will send a Message to both Houses of Parliament conveying her wish that a State funeral shall be held on a day to be appointed. (See "B. Arrangements for the Funeral" below. The Earl Marshal will require an interval of not less than seven clear days to complete his preparations, and the question whether it would be practicable to hold the funeral on a Saturday, in order to reduce traffic difficulties, will need to be considered).

(b) If the House of Commons is in Recess -

After consulting the Chief Whip's Private Secretary, ascertains whether the Prime Minister wishes the House to be recalled forthwith. If the House is to be recalled, he arranges for the issue of a statement as in (a) above. If it is not to be recalled, he arranges for the issue of a statement that with The Queen's approval a State funeral will be held on a day to be appointed.

3. The Cabinet Office -

(i) Inform:

Ministers of Cabinet rank
The Earl Marshal and Garter King of Arms
The Lord Chamberlain
Foreign Office (Vice-Marshal of the Diplomatic Corps or
Resident Clerk)
Commonwealth Relations Office (Lt.-Col. Hugo)

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and, in the event of Sir Winston Churchill's dying abroad -

Ministry of Defence (Head of Defence Secretariat)
Ministry of Defence (Head of S4 (air))

- (ii) Arrange, in consultation with the Treasury, for an official to be loaned as assistant to the Private Secretary to Sir Winston Churchill.
- (iii) Arrange for a Press Officer to be loaned to the Earl Marshal's office.

4. The Ministry of Defence (RAF) -

In the event of Sir Winston Churchill's having died abroad -

- (i) Ascertain by telephone from Messrs. Kenyon of 45 and 47, Edgware Road, the funeral undertakers, whether they can arrange, through local agents, for embalming facilities to be made available in time in the country concerned.

If Messrs. Kenyon reply that they cannot do so -

- (ii) Arrange for representatives of the firm to be flown immediately in an aircraft of the Royal Air Force to the country concerned.
- (iii) Arrange for the despatch by the Foreign Office, Commonwealth Relations Office or Colonial Office, as the case may be, of a telegram to Her Majesty's representative in the country concerned, asking him to help in every way.
- (iv) Inform the Prime Minister's Private Secretary of the time at which the aircraft is due to leave and of the arrangements generally.

(Messrs. Kenyon's agents should be able to make embalming facilities available in time through local agents if the death takes place on the mainland of North or South America)

5. The Foreign Office, Commonwealth Relations Office and Colonial Office -

Despatch to Her Majesty's representatives telegrams giving guidance for dealing with Press enquiries. (Drafts of these telegrams will have been prepared in advance).

6. The Chief Whip's Private Secretary -

If the House of Commons is not in Recess, or is to be recalled -

- (i) Concerts, in consultation with the Prime Minister's Private Secretary, the arrangements for adjourning the House of Commons, for moving an Address in answer to The Queen's Message, and for paying tributes. (An outline of the Prime Minister's tribute should have been prepared in advance by his Private Secretary).

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- (ii) Informs the Private Secretary to the Leader of the House of Lords of the above arrangements.

B. ARRANGEMENTS FOR THE FUNERAL

7. The Prime Minister's Private Secretary -

- (i) In the event of Sir Winston Churchill's having died abroad, asks the Secretary of the Cabinet to advise the Prime Minister what arrangements should be made for bringing the body to England

Detailed plans will have been made in advance on the following assumptions:-

- (a) That if death takes place in France, Belgium or Holland, the Royal Navy will be responsible for conveying the body across the Channel in one of Her Majesty's ships.
- (b) That if death takes place in any other country, the Royal Air Force will be responsible for bringing the body to England by air.
- (c) That Messrs. Kenyon will arrange for the body to be conveyed from the place of death to the port or airport of embarkation.
- (d) That telegrams will be sent as soon as possible by the Foreign Office, Commonwealth Relations Office or Colonial Office, as the case may be, to Her Majesty's representative in the country concerned, informing him of the arrangements made for conveying the body to England and asking him to help in every way.
- (ii) After consulting the Earl Marshal or, in his absence, Garter King of Arms, and the Lord Chamberlain, seeks a decision from Sir Winston Churchill's Private Secretary about the date of the funeral and the arrangements to be made for bringing the body to Westminster Hall.
- (iii) Informs The Queen's Private Secretary, the Earl Marshal, Garter King of Arms, the Lord Chamberlain, the Cabinet Office, the Foreign Office, the Commonwealth Relations Office and the Home Office of the arrangements made.
- (iv) Arranges for the publication of a statement that, with The Queen's approval, there will be a Lying in State in Westminster Hall, to be followed by a funeral service in St. Paul's on the day appointed. (If there is to be a Message from The Queen to both Houses of Parliament, this statement must await the publication of The Queen's Message).

8. The Cabinet Office -

In the event of Sir Winston Churchill's having died abroad, inform the Service Departments concerned what arrangements are to be made for bringing the body to England.

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9. The Lord Chamberlain -

In consultation with the Earl Marshal or, in his absence, Garter King of Arms, supervises the arrangements for bringing the body to Westminster Hall.

10. The Earl Marshal -

In consultation with the Lord Great Chamberlain, supervises the arrangements for the Lying in State and the funeral service, and secures any necessary action by Departments (e. g. the Service Departments and the Ministry of Public Building and Works).

11. The Home Office -

Make the necessary police arrangements, in consultation with the Earl Marshal or, in his absence, Garter King of Arms.

C. PRESS AND OTHER ENQUIRIES

12. The Prime Minister's Adviser on Public Relations -

In consultation with Sir Winston Churchill's Private Secretary, answers questions from the Press and elsewhere about the arrangements (other than those directly concerning the organisation of the State funeral).

13. The Earl Marshal's Press Officer -

Answers questions from the Press and elsewhere concerning the organisation of the State funeral.

2nd November, 1964

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APPENDIX III

The following is a shortened version of a Note for Record compiled in Sir Burke Trend's Private Office on 22nd February, 1965.

(1) Sequence of Events

Confidential news of the gravity of Sir Winston Churchill's illness first reached the Cabinet Office on Friday, 15th January, 1965. The Earl Marshal was in Scotland and the Cabinet Office, asked by Garter King of Arms whether he should arrange to return, advised that the Earl Marshal "might feel happier if he were in London and readily available". The Earl Marshal accordingly returned on Sunday, 17th January, and on the 18th presided at a conference at London District HQ attended by representatives of the Cabinet Office, Army, Police, Government Departments, etc., who were concerned in the planning of "Hope Not". Discussion centred largely on the likely date of the funeral, and the Prime Minister's view that proceedings might be speeded up (cf. the arrangements for President Kennedy's funeral) was considered. But in the light of what the Departments concerned reported, and after the Earl Marshal had met the Prime Minister that afternoon, it was decided to adhere to the timetable of K plus 8 to within a day, but not to exceed it.

Sir Winston died at about 8.00 a.m. on Sunday, 24th January. For most of the week leading up to his death the Press Officer, who had been earmarked for the occasion, was installed in the offices in the Ministry of Defence which had been reserved and prepared for the Earl Marshal and his team. On one or two occasions during the week (when it was public knowledge that Sir Winston was likely to die) the Earl Marshal asked the Cabinet Office whether it would be in order for him and his staff, for greater convenience of administration, to move into these offices. In agreement with Sir Winston's Private Secretary, and with the knowledge of the Prime Minister, the Cabinet Office advised that there would be a risk of public criticism if the Earl Marshal were seen to be taking up his operational headquarters before the date of death and that it would be better for him to stay where he was. This advice he accepted (even though we all knew that the Press were broadly aware of the arrangements for a State funeral but were very properly keeping it to themselves until an announcement should be made).

Although Sir Winston's death on 24th January did not leave seven clear days before the funeral service, which was held on Saturday, 30th January, his illness had been sufficiently protracted to allow many of the preparations to be put surreptitiously in hand; and there was no difficulty about being ready for Saturday.

(2) Announcements

Not long after it was known that Sir Winston was mortally ill, the Prime Minister decided to alter the procedure in that part of the Cabinet Office Note governing announcements from No. 10 (see Appendix II), in order that the public should be given early information about the arrangements for a Lying in State and State funeral.

The Earl Marshal held a Press conference at Church House on Monday, 25th January. A copy of the hand-out is on Part VI of the file.

MOURNING

A guide for the Royal Family and the Royal Household for the Observance of Court Mourning.

The forms of Mourning in current use are :—

GENERAL MOURNING
COURT MOURNING
SERVICE MOURNING
FAMILY MOURNING

The Queen's Commands with regard to them are sought and promulgated by the Lord Chamberlain, with the exception of General Mourning, the order for which is promulgated by the Earl Marshal.

1. GENERAL MOURNING

Observed by the General Public
Usually restricted to the death of the Sovereign
Details are promulgated by the Earl Marshal

2. COURT MOURNING

(a) OBSERVED BY:

Members of the Royal Family
Households of the Royal Family
Household Troops (but not others — see Service Mourning)
Her Majesty's Representatives at Home and Abroad and their staffs

NOTE: Heads of Missions receive their instructions from the Foreign and Commonwealth Office.

Governors-General of Commonwealth Countries are accorded discretion to curtail Court Mourning in appropriate local circumstances.

Officers Administering the Government in Dependent Territories however do not have this discretion, but they may apply, in special circumstances, through the Secretary of State for Foreign and Commonwealth Affairs, for the curtailment of the period of Court Mourning in a Dependent Territory.

(b) MANNER OF OBSERVANCE

(i) Dress

Uniform : Mourning Bands (crêpe or black cloth on left arm).

Civilian Dress :

Gentlemen : Dark colours, black ties; but white waistcoats and ties with Evening Dress.

Ladies : Black Dress.

NOTE: Those attending any Court Function held during Court Mourning conform to these regulations in the absence of specific instructions to the contrary.

The relatives of Members of the Royal Household conform to these regulations only when attending at Court, or at a function attended by a Member of the Royal Family.

(ii) Functions

Official engagements may be fulfilled.

Generally speaking social engagements are not accepted and any entered into beforehand are cancelled, except those in aid of Charity which may be given or attended.

(iii) Notepaper

Black-edged notepaper is used in all Royal Households.

3. SERVICE MOURNING

Observed by Armed Forces of the Crown
Details are promulgated in Service Regulations

4. FAMILY MOURNING

(a) OBSERVED BY:

Members of the Royal Family
Households of the Royal Family when in personal attendance only

(b) MANNER OF OBSERVANCE

As for Court Mourning except that black-edged notepaper is not used

CONFIDENTIAL

3 May 1983

Operation Marquee
Lying in State, Westminster Hall

Thank you for your letter of 25 March about the distribution of special tickets which will allow their holders to by-pass the queue on any occasion when there might be a Lying in State in Westminster Hall.

I hope that it will be possible for No.10 to have no less than six tickets for each day. The contact here is the Secretary for Appointments and the telephone number is 930-4433.

ROBIN CATFORD

J H Sands Esq
Department of the Environment



Room C11/09

Department of the Environment

2 Marsham Street London SW1P 3EB

Direct line 01-212 4784

Switchboard 01-212 3434

*Any pps on this?
- Not CF.*

*The Principal Private Secretary.
10, Downing Street.
London. SW1.*

Your reference

Our reference
AE 9248/15

Date **25 MAR 1983**

CONFIDENTIAL

Dear *Mr*

OPERATION MARQUEE
LYING IN STATE - WESTMINSTER HALL, PALACE OF WESTMINSTER

1. As you probably know, this Department is responsible for the preparation of Westminster Hall for the Lying in State of Royalty or very distinguished Commonsers, at very short notice. In addition to this, we have co-ordinating responsibility for security measures and access for the news media etc.

2. A matter of particular concern to the Secretariat is keeping up to date the arrangements for distribution of privilege tickets to Government Departments and official bodies. These special passes will allow holders to by-pass the public queue to view the Lying in State without being obliged to enter Westminster Hall through the public admission point at St Stephen's entrance.

3. Assuming a duration of three days, we have divided allocations into more or less equal numbers for each day except in cases where the overall allocation is too small to make this practicable. Clearly it is most important for Departments to receive their allocation of tickets at the outset and should the need arise we propose to request Departments within the London Area to send a special messenger to Marsham Street to personally collect the tickets due. Those outside London will be despatched urgently by postal services.

- 4. Would you therefore provide the following information:
 - a. Title and address of Department.
 - b. Recipient/contact.
 - c. Telephone number and room number, with alternatives.

Attention is drawn to the Confidential grading of this correspondence in order to avoid unnecessary speculation on the possible imminence of a Lying in State.

5. May I request that you will provide the information requested as soon as possible in order that our list of contacts may be brought up to date.

Yours faithfully

J. Sands

J H SANDS
PPC Secretariat

Approved by PM and
dictated to Tan Kydd for
distribution to Press Assoc
and Sunday Telegraph at
5pm 27/2/87.

DRAFT STATEMENT TO BE ISSUED BY THE PRIME MINISTER

Death.

I am deeply saddened to hear of the death of
Sir Ronald Bell.

He first entered the House of Commons in 1945
and had been a Member of Parliament continuously for
the past 32 years.

He possessed two supreme qualities, rare enough
on their own, but in combination rarer still.

A fierce loyalty to his Party, and a robust,
even defiant, independence of spirit and conviction.
He served his country with distinction in war and peace.

The House of Commons has lost one of its most
distinguished Members and his Constituency an
indefatigable servant.

cc: Mr. Ingham

Amend 3/1/82 A.H.
via 1. Royal Hon Office

STATEMENT FROM NO. 10 DOWNING STREET ON
THE DEATH OF TAM GALBRAITH, M.P.

Tam Galbraith had served his country with distinction in war and peace as a Member of Parliament for nearly 34 years and as a Minister under four Prime Ministers.

I am deeply saddened by his death, especially so soon after his knighthood had been announced.

Original to Pol Office 4/1/82

31 July 1978

PREM 19/2610

I am enclosing a copy of the note about Government representation at Memorial Services, which I mentioned when we spoke earlier today.

It was prepared in July 1976 in consultation with the Cabinet Office and the Foreign and Commonwealth Office, to whom copies were sent.

C. V. PETERSON

Miss Diana Makgill,
Foreign and Commonwealth Office.

28 July 1978

You will remember that we asked if it would be possible for a Foreign and Commonwealth Office Minister to represent the Prime Minister at the Memorial Service last Saturday for Mr. Robert Bradshaw, and arrangements were made for Mr. Evan Luard to do this.

I understand that Diana Makgill is concerned that the office of Prime Minister should not be "under-represented" on these occasions and considers that only a member of the Cabinet or some other "person of substance" can represent the Prime Minister. If a more junior Minister attends one of these Services, he must, she feels, go as the Government's representative and not the representative of the Prime Minister and/or Foreign Secretary.

I understand Diana Makgill's concern but, in deciding the level of representation, we take account of the status of the person for whom the Service is being held and the relationship of that person with the Prime Minister. For example, as the Prime Minister could not go himself to the Service for Sir Robert Menzies, it was right that a Cabinet Minister (the Lord Privy Seal) should represent him. We did not consider that this level of Prime Ministerial representation was required at the Services for Mr. Bruce McKenzie and Mr. Robert Bradshaw. However, we did not feel strongly that, because a less senior Minister was attending on each occasion, it was arranged that each should represent the Government and not the Prime Minister. Nevertheless, if a Minister can represent the Government he can also represent the Prime Minister who is, after all, part of it.

There is the consideration, too, that personal representation is sometimes more prominently reported than representation on behalf of the Government.

The Prime Minister would not want to ask a senior Minister to represent him on each and every occasion and he personally is content to be represented by a junior Minister

and on occasions by a No. 10 Private Secretary. We shall therefore continue to handle the question of representation as we have in the past. If there are occasions when we ask if a Foreign and Commonwealth Minister might represent the Prime Minister, we will let you know at the same time if we wish this to be Prime Ministerial as opposed to Governmental representation.

C. V. Peterson

Stephen Wall, Esq.,
Foreign and Commonwealth Office.

Deaths

Miss Parry ~~OR~~ Spoke.

cc Mr. McNally
Mr. Wood

Any thoughts? I doubt
if a. Prem statement was
called for, but just possibly
a message to Mr H's widow.
CVP. 18/4.

MR. PETERSON

f. 1896

I took a telephone call at lunch time today from Mr. Eric Ogden, M.P. who was going to attend this afternoon the funeral of Mr. James Haworth who was Member of Parliament for a Liverpool constituency between 1945 and 1951. He wished to be able to convey condolences from the Prime Minister to the widow if he saw her. We agreed that this was not the sort of thing the Prime Minister needed to be consulted over and that he should do so.

He mentioned that the details of the funeral had been circulated on the Whip and expressed the view that in the circumstances he would have expected there to have been a message from the Prime Minister. I did not comment on this.

I am not sure whether the general point calls for any action, but if so it is certainly not for me.

Questions asked to let me know when anything of this kind appears in a Whip.
J.
27/4.

R J N

15 April 1977

NOTE FOR RECORD

Deaths of Former Prime Ministers

The Dean of Westminster called today about other things and we had a word about the Abbey and the possible death of Lord Avon.

I told the Dean what I understood to have happened on earlier Prime Ministerial occasions, drawing on pages 9-13 of the paper enclosed with Mr. Brearley's letter of 15 November 1976. The Dean was very interested, told me that the Abbey's records were defective and asked if I could, in due course, let him have a note of these precedents, having checked the papers relevant to each occasion.

The Dean said that he was rather opposed to offering burial at the Abbey automatically to the family of a former Prime Minister. While he realised that such offers would often be declined, you had to allow that it could be accepted and the result would be to pre-empt available Abbey space for Prime Ministers, leaving little, if any, room for anybody else. So he thought that the Dean would be well advised to consider each occasion on its merits. There was nothing in the least personal to Lord Avon in this conclusion he had reached.

I told him that an offer of burial was entirely something for the Dean to decide. I thought it might be difficult to be selective, and the Abbey could be embarrassed if the family, or somebody else, felt aggrieved over an offer not being extended. The Dean appreciated this, but thought such a situation was very unlikely.

As regards Lord Avon, the Dean said he hoped that Mr. Pullen would be able to find out informally what the family's wishes were about burial and, if the choice was Wiltshire, no offer need be made by the Abbey. He asked what the Prime Minister's view might be, I said that he could be assured that the Prime Minister would

Copy on - Death of Lord Avon.

/be entirely

be entirely content for the Dean to offer burial at the Abbey for Lord Avon, but I had no instructions or authority to press the Dean to make such an offer; I thought the Prime Minister would regard it as a matter for the Dean and the Abbey.

CVP

13 January 1977

Wreaths - Part 2



10 DOWNING STREET

From the Secretary for Appointments

24 November 1976

Qw.06

Dear Chris,

Thank you for your letter of 15 November about Memorial Services.

The only small comment which I have on the draft Chapter Thirteen is on page 11 (line 2) where I suggest deleting this reference to the Special Service Fund. You may like to include somewhere a sentence about wreaths on these lines:-

"No. 10 will be responsible for arranging for wreaths or flowers to be sent, where this is appropriate, from the Prime Minister or the Cabinet or the Government."

I do not know how comprehensive you want your Annex C to be, but our papers suggest a number of cases in some of which at least I imagine there must have been Cabinet Office involvement. I attach a list of these for your consideration.

Yours sincerely,

Chris Phipps

C.J.S. Brearley, Esq.,
Cabinet Office.

Duke of Windsor (1972)

Prince Richard of Gloucester (1972)

President Kennedy (1963)

President Lyndon Johnson (1973)

President Pompidou (1974)

General Franco (1975)

President Childers of Eire (1974)

Viscount Montgomery (1976)

Field Marshal Sir William Slim (1970)

Field Marshal Earl Alexander of Tunis (1969)

Marshal of the R.A.F. Lord Tedder (1967)

Sir Harry Hylton-Foster, (1965)

Cardinal Heenan (1975)

Lord Feather (1976)

MR. PETERSON

I have read this note on Memorial and Funeral Services and have only the following minor comments:-

Page 11, line 2

This seems to be the only reference to a wreath, and I suggest that it is deleted, particularly as it mentions the S.S.F. I think however, that a general reference somewhere in the notes might be useful. This might be on the lines of: "No.10 will be responsible for arranging for wreaths or flowers to be sent, where this is appropriate, from the Prime Minister or the Cabinet or the Government."

Annex 'C'

The following might be offered to the Cabinet Office for inclusion in these lists, although there would not have been Cabinet Office involvement (at least I doubt it) on all these occasions:-

(ii) Ministers dying in office

Mr. Brian O'Malley, Minister of State,
D.H.S.S. (1976)

(iii) Ex-Ministers

Mr. Richard Crossman (1974)

Lord Swinton (1972)

Lord Simmonds (1971)

Lord Monckton (1964)

(iv) Members of the Royal Family

* Duke of Windsor (1972)

* Prince Richard of Gloucester (1972)

(vi) Foreign Heads of State

* President Kennedy (1963)

* President Lyndon Johnson (1973)

* President Pompidou (1974)

* General Franco (1975)

Mr. Kirk, Prime Minister of New Zealand (1974)

* President Childers of Eire (1974)

King Faisal (1975)

Mr. de Valera, ex President of Eire (1975)

(vii) Diplomats and Civil Servants

Sir Michael Cary, Permanent Secretary,
Ministry of Defence (1976)

Sir Richard Sharples was Governor of
Bermuda, not High Commissioner.

(viii) Military Leaders

* Viscount Montgomery (1976)

* Field Marshal Sir William Slim (1970)

Admiral of the Fleet the Earl of Cork
and Orrery (1967)

Air Chief Marshal Lord Dowding (1970)

Marshal of the R.A.F. Lord Douglas of
Kirtleside

* Field Marshal Earl Alexander of
Tunis (1969)

* Marshal of the R.A.F. Lord Tedder (1967)

(ix) Miscellaneous

* Sir Harry Hylton-Foster, Speaker
of the House of Commons (1965)

* Cardinal Heenan (1975)

* Lord Feather (1976)

* These, I feel, should be included as I am sure
the Cabinet Office must have been involved in one way or another.

18 November 1976

covering CONFIDENTIAL



CABINET OFFICE
70 WHITEHALL
LONDON SW1A 2AS

15 November 1976

233 8203

Qw.06

Dear Colin,

When we corresponded about memorial services earlier in the year, you will remember that one of my excuses for taking so long to reply was that I had been delayed by my researches in the Cabinet Office files.

Upon my release from Private Office, I have been asked to revise the Cabinet Office Precedent Book, and the natural first step - because I had already done so much of the groundwork - was to revise the note on memorial services. I attach a copy of the up-to-date note I have produced and should be grateful for any comments you may have. I hope you will find it consistent with your own note. You may like to bear in mind the note is written very much from the point of view of Cabinet Office involvement and that it is not intended to have any wider circulation (though I am sending a copy to Stuart Milner-Barry as well in case he has any comments).

Yours ever
Chris Brearley

C J S BREARLEY

C V Peterson Esq
Secretary for Appointments
10 Downing Street
SW1.

covering CONFIDENTIAL

CHAPTER THIRTEEN

MEMORIAL AND OTHER SERVICES

(The reference numbers are to the notes in Annex A)

13.1. This chapter covers the main points of concern to the Cabinet Office in the organisation of memorial and similar services, including special services of intercession or thanksgiving. Not all the points noted call for action by the Cabinet Office, but they are included for reference in dealing with miscellaneous enquiries. This chapter does not deal with Royal Funerals or the Demise of the Crown (for which see Chapter Eleven).

13.2. The formal responsibilities of the Cabinet Office are as a rule limited to arrangements for the attendance and seating of Cabinet Ministers. But they may also be concerned, on occasion, with the attendance and seating of the Speaker of the House of Commons, the Leaders of the Opposition Parties in the House of Commons and the House of Lords, and former Prime Ministers and Members of the Cabinet. Except in one instance (and that was in 1944) the Cabinet Office have not been responsible for organising the service, but from time to time they have been asked to advise on miscellaneous questions affecting the arrangements as a whole.

13.3. A note of the main contacts in other Departments is at Annex B.

13.4. Generally, and subject to the exceptions noted, the Government takes the initiative in arranging a service only in connection with Royalty, Prime Ministers and a few Heads of State.¹

13.5. Following this principle Departments have no responsibility for organising memorial services for their former Ministers.² However, in the case of a Minister who dies in office a memorial service, if the relatives agree, would normally be arranged by his Department.³ The Cabinet Office offered assistance in the arrangement of the memorial services for Lord Hankey and Lord Normanbrook.⁴

13.6. Special arrangements have been made by No 10 Downing Street (in consultation with the relatives) on the death of a former Prime Minister.⁵

13.7. Services for Commonwealth or foreign personages are usually organised by the High Commissioner in London or by the Embassy or Legation concerned.⁶

13.8. General responsibility for special services of intercession, etc sponsored by the Government usually rests with the Home Office.⁷

13.9. Details of memorial services etc, in which the Cabinet Office have been involved, to greater or less extent, is given in Annex C. It can be seen from the lists there how unsystematic Cabinet Office involvement is. A good deal still depends on the Private Secretary, or the Appointments Secretary at No 10, happening to notice that a memorial service is being arranged and thinking it worthwhile for the Government to be represented, and Cabinet, Ministers and others informed.

Practical Arrangements

13.10. The questions which have to be considered in the arrangement of a memorial service include:

- a. Special wishes of the relatives
- b. Choice of Church and arrangements with the Church authorities. (St Margaret's is normally used when there are Parliamentary associations; Westminster Abbey, when large congregations have to be catered for; and St Paul's Cathedral mainly for special services of intercession, etc).
- c. Date and time.⁸
- d. Terms of notice in the Press (this may be in the form of an advertisement or of an announcement issued officially).
- e. Order of service (the Church authorities are responsible for printing).
- f. Means of admission and reservation of seats (admission by ticket only or limited reservation of seats).
- g. Particular interests to be invited or represented.
- h. Traffic arrangements (special car labels are sometimes issued).

Representation of the Government

13.11. There is usually little difficulty in deciding whether the Prime Minister or Cabinet Ministers should be invited to attend or to be represented at a memorial service, or whether the Government should be represented in some other way (e.g. by a junior minister). There is no need for the Government to be represented separately at services at which members of the Government are present. Where there is a doubt about representation this will be resolved, if necessary by the Prime Minister, following discussion between No 10 Downing Street, the Cabinet Office and any Departments concerned.⁹ (There is at Annex D a note, prepared by the Secretary for Appointments at 10 Downing Street, on Government representation at memorial services, etc).

Attendance of Cabinet Ministers

13.12. — On appropriate occasions the Cabinet Office may be asked, once the details have been settled, to inform Cabinet Ministers and to ascertain whether they wish to be present or represented. It is usual for the Private Secretary to ascertain first from the Prime Minister's Secretary for Appointments what the Prime Minister's own intentions and wishes are. Where the Prime Minister does not himself attend a memorial service, he may be represented either by a Cabinet Minister or by the Secretary for Appointments. (Representation, as distinct from attendance, is inappropriate at services for members of the Royal Household). Ministers' Private Secretaries are usually consulted by Private Secretary letter on the following lines:

"A Memorial Service for _____ will take place in _____ on _____ at _____ .

I should be grateful if you would let me know as soon as possible, and in any event not later than _____ on _____ , whether your Minister will attend and, if so, whether he will be accompanied. If he wishes to send a representative I should be glad if you would let me know his name.

When I receive your reply the necessary tickets of admission will be sent to you". (Example at Annex E).

When the notice given is very short (as it sometimes is) Private Secretaries may be asked to reply direct to the Church authorities or to the organisation which is arranging the service.

13.13. Where a memorial service clashes with a Cabinet meeting (see note 8) there are precedents for Ministers being excused from Cabinet in order to attend a memorial service.¹⁰ On other occasions Cabinet has been managed to enable Ministers to attend memorial services.¹¹

Other Invitations for which the Cabinet Office are Responsible.

13.14. It is usual, particularly when the occasion is one of national character, for special invitations to be sent to the Leaders of Opposition Parties in the House of Commons and the House of Lords. This is done by letter from the Secretary of the Cabinet (or at Private Secretary level), in terms broadly similar to that sent to Ministers' Private Secretaries.

13.15. An invitation is usually sent to the Speaker of the House of Commons, by letter to his Private Secretary.

13.16. On some occasions invitations are also sent to former Prime Ministers or former members of the Cabinet who are not otherwise provided for.

Other Interests

13.17. Other special invitations, depending on the occasion, are handled as follows (if the service is being organised by a Government Department the details are usually adjusted at an inter-departmental meetings):

Diplomatic Corps and Commonwealth representatives	-	Foreign Office
Civil Servants	-	Civil Service Department
Service representatives	-	Ministry of Defence
Lord Mayor, other local authority representatives, other bodies	-	Organisation responsible for the service

Members of Parliament and
Peers

- Organisation responsible for the service. If tickets are being issued and if the occasion has Parliamentary associations it is usual for a number of tickets to be given to the Whips for the use of those who wish to attend. If tickets are not being issued no special arrangement would be made.

Seating of Cabinet Ministers, etc.

13.18. The arrangements made for seating Cabinet Ministers and those mentioned in paragraphs 14, 15 and 16 naturally depend on the seating plan in the Church, but to some extent they depend also on the nature of the occasion. The Church authorities usually suggest an appropriate arrangement and the Cabinet Office need usually do no more than provide a list of those who intend to be present arranged in order of precedence. Otherwise it may be necessary to consider the following points:

a. The Lord Chancellor and the Speaker

The Lord Chancellor takes precedence over the Prime Minister; and the Speaker usually has a special seat.

b. Wives of Cabinet Ministers, etc.

Usually these are seated with Ministers, etc, but sometimes they are seated together in a separate block of seats.

c. Leaders of the Opposition

It is usual to seat them with the leading Members of the Cabinet.

d. Members of previous Cabinets.

If members of previous Cabinets not otherwise provided for are to attend it is usual to seat them behind the Cabinet.

e. Ministers' Representatives.

Some hold that representatives should be given the places which would have been taken by those they are representing. This, however, sometimes leads to an anomalous arrangement (e.g where the representative is a junior Private Secretary) and it is on the whole better to compromise and to place them in appropriate seats behind.

f. Chiefs of Staff, etc.

These are usually seated behind Ministers, together with other official representatives.

These questions need to be settled in advance in consultation with the Department or organisation responsible for the service. In practice the Cabinet Office are usually given an allocation of seats in particular blocks, and the problem then becomes one of arranging Ministers and others in due order.

13.19. To help ushers in identifying Cabinet Ministers, etc. their names should be written or typed boldly on the top of the admission tickets, if these are used. In any event, place cards with the names should be prepared and arrangements made with the ushers to put them on the appropriate seats in accordance with the agreed order of seating. (This will not be necessary if only a few Ministers are attending).

Ushers

13.20. If the numbers attending make this desirable, it is usual for one or more ushers to be provided, to see to the seating of Ministers, etc, from the Cabinet Office, 10 Downing Street or elsewhere according to the nature of the occasion. The responsibility for providing or seeking ushers rests on the organisation arranging the service (in consultation with the Church authorities).

Expenses

13.21. Where a memorial or similar service is organised by a Department necessary expenditure may be met out of public funds (either by the Department concerned or by the Treasury). The main expenses are Church fees (organist, choir etc), printing of the order of service, Press advertisement (if used) printing of admission tickets (if used).

Summary of Action by the Cabinet Office

13.22. Action by the Cabinet Office in normal circumstances may be summarised as follows:

- a. Preliminary consultations with interests concerned (include 10 Downing Street) on questions of attendance.

- b. When date and time have been settled:
 - i. circular letter to Ministers' Private Secretaries on attendance of their Ministers
 - ii. letters to Leaders of the Opposition and others (as appropriate).
- c. Collation of replies to invitation and preparation of list in proposed order of seating.
- d. Issue of admission tickets marked with names (if used).
- e. Preparation of place tickets (if required).
- f. Arrangements for ushers (if required).

November 1976

I Cabinet Office Files

The main file is:

63/1 (previously 32/93) - Memorial, funeral and other religious services and this contains almost all papers on both policy and cases. There are, however, a few other case files in the 63/ series. (The arrangements for Sir Winston Churchill's funeral are dealt with in 32/492 Parts 1 to 8, and 29/31 and 80/56).

II Notes on the Text

1. The policy was most recently stated in the Prime Minister's personal minute M27/70 (file 63/1 Part 3 Folio 48) in the context of turning down a suggestion by Mr Crossman (Secretary of State for Social Services) that the Government might arrange a memorial service for Lord Russell.
2. In 1948 the Scottish Office took the initiative in arranging a service for Mr J Westwood, a former Secretary of State, but there were special circumstances. However, the general principle was agreed by the Cabinet in October 1949 (CM(49)62nd Conclusions, Item 3) when the question was raised whether the Home Office should take the initiative in arranging a memorial service for M J R Clynes, a former Home Secretary.
3. Miss Ellen Wilkinson (Minister of Education) died in office in 1947; as did Mr Ian Macleod (Chancellor of the Exchequer) in 1970.
4. In 1944 The War Cabinet Office undertook the organisation of the memorial service for Lord Moyne, Minister Resident in the Middle East. The reason for this was that the Minister Resident reported to the War Cabinet through the Secretary of the War Cabinet.

On the death of Lord Hankey (first Secretary of the Cabinet and subsequently a Minister) in 1963, the Secretary of the Cabinet offered assistance in arranging a memorial service but made it clear that responsibility for the arrangements must remain with Lord Hankey's family.

On the death of Lord Normanbrook (third Secretary of the Cabinet and subsequently Chairman of the Governors of the BBC) in 1967 Lady Normanbrook decided that the funeral service should be strictly private. A memorial service was held subsequently in Westminster Abbey and Lady Normanbrook herself decided the date of the service and its form in consultation with the Dean of Westminster. Official notification of the service was made in the newspapers and the task of informing Ministers and former Ministers and colleagues of Lord Normanbrook was shared by the Ceremonial Officer of the Treasury and the Cabinet Office; the greater part of the work fell on the former.

When Lord Normanbrook's death was announced the Prime Minister issued (on Sir Burke Trend's advice) a public statement of sorrow and regret.

There was a regular meeting of the Cabinet on the morning of the memorial service; the business was arranged so that the Prime Minister was able to conclude it and attend the memorial service. The Queen was represented by the Head of the Civil Service, Sir Laurence Helsby. The ushers were provided partly by Westminster Abbey and partly by former Private Secretaries.

On the death of Lord Bridges (second Secretary of the Cabinet) in 1969, the lead in issuing invitations etc for the memorial service was taken by the Civil Service Department.

5. The initiative and responsibility for advising the Prime Minister on funeral and memorial services for former Prime Ministers lies with 10 Downing Street. (see letter McIndoe/Hewitt of 13 April 1965 attached to folio 6 on 63/1 Part 2). The precedents are:

Mr Bonar Law Died in the Recess (1923)

Tributes were paid on the first day the House met. No adjournment.

Burial in Westminster Abbey (the Prime Minister approached the Dean) on 5 November 1923, after a service in St Columba's, Pont Street. Arrangements made by No 10. Pall bearers were the Prince of Wales, the Prime Minister, the Speaker, Lord Balfour, Mr Asquith, Lord Fitzalan, Lord Carson, Lord Beaverbrook, Mr Austin Chamberlain and Mr Ramsay MacDonald.

There was no memorial service.

Lord Oxford. Died 15 February 1928.

The Prime Minister gave notice that he would move motion next day and the House adjourned next day (16 February).

The Prime Minister wrote to Lady Oxford expressing the sympathy of the Cabinet.

Lord Oxford was buried at Sutton Courtney on 20 February at his own request. Burial in Westminster Abbey was offered but refused (the Prime Minister approached the Dean).

A memorial service was held at Westminster Abbey on 21 February; the King and the Prince of Wales were represented. Tickets were issued to the Cabinet by No 10. The cost was borne on public funds.

Lord Balfour Died 19 March 1930.

House adjourned on 19 March, tribute on 20 March.

Lord Balfour was buried on 22 March at Whittinghame, Dunbar. Burial in Westminster Abbey was offered but refused. (The Dean offered before prompting); Lord Balfour wished for a private funeral.

A memorial service was held in Westminster Abbey on the same day, the King and the Prince of Wales being represented. No 10 issued tickets to the Cabinet and other officials in consultation with the Chapter Clerks' Office. The cost was borne on public funds.

Mr Ramsay MacDonald Died 9 November 1937 in Bermuda.

Tribute and House adjourned 10 November.

Mr MacDonald's body was brought back in HMS Apollo.

Burial in Westminster Abbey was offered but refused by the family but the first part of the funeral service was held there on 26 November 1937. The pall bearers were the Prime Minister, the Speaker, Sir John Simon, Earl De La Warr, Lord Baldwin, Mr Attlee, Sir Archibald Sinclair, Mr Kerr, Mr E A Morrison, Sir Walter Citrine. Tickets for the Cabinet were issued by No 10.

The body was then taken to Golders Green for cremation and then to Lossiemouth.

The Special Services Fund paid for Cabinet wreath.

The Prime Minister wrote to Mr Malcolm MacDonald on behalf of the Cabinet.

There was no memorial service.

Mr Neville Chamberlain. Died 9 November 1940

The Prime Minister informed his colleagues at Cabinet that, although it was usual for the House to adjourn after the payment of tributes, there would on this occasion be no immediate adjournment since a Funeral Service was to be held in Westminster Abbey on 14 November 1940 and this would involve the adjournment of the House on that day.

There was a Funeral Service at the Abbey on 14 November 1940 (Mrs Chamberlain having accepted the offer of burial there); but because we were at war, the Prime Minister ruled that the time and place of the funeral should be kept secret and that attendance should be kept as small as practicable. Those attending the funeral had to proceed to the Abbey as in the case of an ordinary private funeral and streets were not closed. Seats were reserved in the Abbey for members of both Houses of Parliament but admission cards were not issued and it was necessary to have ushers who could identify the invitees. The staff of the War Cabinet Office assisted the staff of No 10 in regard to the clerical work etc, which was involved in making the arrangements.

There was no memorial service.

Lord Lloyd George Died 26 March 1945.

House adjourned on 27 March, tribute on 28 March.

The Funeral was private at his request.

A memorial service in the Abbey was held on 10 April 1945. This was arranged by No 10. The cost was borne on public funds.

A memorial stone to Earl Lloyd George was unveiled by the Prince of Wales in Westminster Abbey on 27 July 1970. The Cabinet Office was responsible for inviting all Ministers.

Lord Baldwin Died 14 December 1947

Tributes were given and both Houses adjourned for a day as a mark of respect, the Commons on 15 December 1947, and the Lords on 17 December. (The Government, which was pressed for parliamentary time, had hoped to avoid an adjournment - CM(47)95th Conclusions of 15 December 1947).

Lord Baldwin was cremated on 17 December. A memorial service was held in Worcester Cathedral on 20 December. Burial at Westminster Abbey was offered but refused, the ashes went to Worcester Cathedral.

A memorial service was held in Westminster Abbey on 14 January 1948: the Private Secretary to the Secretary of the Cabinet wrote to senior Ministers in the usual way, notifying them of the time and date and asking them whether they wished to attend; the tickets appear to have been issued by the Chapter Office, Westminster Abbey, on the provision by the Cabinet Office of a list of those who wished to attend. The Civil Service, Board of Admiralty and Army and Air Councils were represented.

Sir Winston Churchill Died 24 January 1965.

Sir Winston Churchill was given a State Funeral in St Paul's Cathedral on Saturday 30 January. The arrangements, planned as Operation Hope Not, are described in some detail in the note at Annex F (see also file 32/492 Parts 1 to 8, file 29/31 and file 80/56).

Lord Attlee Died 8 October 1967 (file 63/1 Part 2)

The Cabinet paid tribute at their meeting on 11 October (CC(67)58th Conclusions Item 1). Tributes were given in the House of Commons on 23 October (when the House first met after the recess).

A semi-private funeral service was held on Wednesday 11 October in the Temple Church, followed by a private cremation. The funeral service was attended by the Prime Minister and Mrs Wilson and one or two other Ministers or former Ministers.

A memorial service was held in Westminster Abbey on 7 November 1967: the Private Secretary to the Secretary of the Cabinet wrote to senior Ministers in the usual way, notifying them of the time and date and asking them whether they wished to attend. (Only Members of the Cabinet, Ministers in charge of Departments, the Chancellor of the Duchy of Lancaster, the Minister without Portfolio and the Paymaster-General were included in the Cabinet Office arrangements; all other Ministers were included in separate arrangements made for both Houses of Parliament and notified by the Whips' Offices). The public notice of the service (which appeared in the Press on 13 and again on 24 October) requested former Ministers to apply to the Secretary of the Cabinet if they wished to attend the service. Tickets (for those who needed them) were subsequently issued by the Cabinet Office. The Cabinet Office provided one usher for the service.

6. Exceptionally, in November 1947, the Foreign Office were responsible for the memorial service for Mr John Winart, United States Ambassador in London during the Second World War; and the Commonwealth Relations Office sometimes took the lead when Commonwealth interests predominated.

7. See 63/1 Part 1 folios 28 to 30 for refusal by Cabinet Office to circularise Ministers about a service in Westminster Abbey to inaugurate the International Year for Human Rights.

8. Westminster Abbey and St Paul's Cathedral have been asked, to avoid, so far as possible, arranging memorial services which are likely to involve the Prime Minister or members of the Cabinet for Thursday mornings. (see file 63/1 Part 3 folio 71).

9. There are no set rules about the occasions on which the Government should be represented. Thus Ministers generally were invited to attend the memorial service in August 1966 for 3 policemen killed on duty, and the Minister for Transport (Mr Mulley) represented the Government at the memorial service for those killed in the Moorgate tube disaster in March 1975. See also the correspondence on 63/1 Part 5 (folios 18 and 19) about whether there should be representation at the memorial service for Professor Hamilton Fairley who was killed by a terrorist bomb in Camden Hill Square in October 1975. In the event the Secretary of State for Social Services (Mrs Castle) attended the service.

10. The Minister for Housing and Local Government was excused Cabinet on 3 November 1966 in order to attend Lord Cohen's memorial service in Brighton (file 63/1 Part 1 folio 25).

11. See note 4 (Lord Normanbrook). Also 63/1 Part 3 folio 8 when the Lord Chancellor was enabled to attend the memorial service for Mr Vincent Massey on 25 January 1968.

Contacts in Other Departments

10 Downing Street. Secretary for Appointments. Mr C V Peterson

General advice on organisation and attendance; Memorial services for former Prime Ministers; attendance of Prime Ministers, etc.

Civil Service Department Ceremonial Officer. Sir Stuart Milner-Barry.

Foreign and Commonwealth Office Vice-Marshal of the Diplomatic Corps Mr R W H du Boulay

Attendance of diplomatic (including Commonwealth) representatives; general organisation where foreign or Commonwealth interests predominate. (The actual attendance of representatives of the Diplomatic Corps is arranged by Major-General Hon Sir Michael Fitzalan Howard, Marshal of the Diplomatic Corps, Buckingham Palace).

Lord Chamberlain's Office Comptroller Lt Col Sir Eric Penn

Attendance of representatives of the Royal Household; organisation of Household services, etc.

Westminster Abbey Receiver General Mr W R J Pullen

St Paul's Cathedral Receiver Sir Ernest Floyd Ewin.

MEMORIAL AND OTHER SERVICES : LIST OF CASES

The lists below are as complete as the filing system, and time, allow.
The cases have been divided into the following categories:

- i Former Prime Ministers
- ii Ministers dying in office
- iii Former Ministers
- iv Members of the Royal Family
- v Commonwealth leaders
- vi Foreign Heads of State, etc.
- vii Civil Servants and Diplomats
- viii Military leaders
- ix Miscellaneous - individuals
- x Other services

i. Former Prime Ministers (See Annex A, Note 5)

November 1937	Ramsay MacDonald	(funeral)
November 1940	Neville Chamberlain	(funeral)
April 1945	Lloyd George	
January 1948	Stanley Baldwin	
January 1965	Winston Churchill	(funeral, St Paul's, Operation HOPE NOT.)
November 1967	Clement Attlee	

ii. Ministers dying in office

April 1940	Sir John Gilmour (Minister of Shipping)	
December 1940	Lord Lloyd (Secretary of State Colonies)	
September 1943	Sir Kingsley Wood (Chancellor of the Exchequer)	
November 1944	Lord Moyne (Minister Resident in the Middle East)	(Arranged by the Cabinet Office, see Annex A, Note 4)
February 1947	Miss Ellen Wilkinson (Minister of Education)	(St Margarets, Westminster)
July 1970	Mr Ian Macleod (Chancellor of the Exchequer)	(the Prime Minister attended the funeral in Yorkshire; there was a service of thanksgiving at Westminster Abbey).

iii. Former Ministers

April	1947	The Marquis of Salisbury
July	1948	Mr J Westwood
November	1949	Lord Runciman
October	1950	Viscount Hailsham
April	1951	Ernest Bevin
May	1952	Sir Stafford Cripps
January	1958	Lord Waverley
January	1960	Lord Halifax
July	1960	Aneurin Bevan
September	1960	Lord Reading (West London Synagogue)
November	1960	Lord Stansgate (St Margaret's, Westminster).
February	1961	Lord Dunrossil
October	1961	Lord Crookshank (funeral service)
January	1963	Hugh Gaitskell
June	1964	Lord Beaverbrook (St Paul's)
January	1965	Lord Woolton
March	1965	Lord Morrison
February	1966	Lord Chuter Ede (Essex Hall, W C 2)
December	1967	Lord Chatfield
February	1971	Viscount Davidson
March	1972	The Marquis of Salisbury

iv. Members of the Royal Family

September	1938	Prince Arthur of Connaught
January	1942	The Duke of Connaught
September	1942	The Duke of Kent
February	1960	Countess Mountbatten
March	1965	The Princess Royal
October	1968	Princess Marina
July	1974	The Duke of Gloucester.

v. Commonwealth Leaders

April	1939	Mr Lyons (P M of Australia)
April	1940	Mr Savage (P M of New Zealand)(Westminster Cathedral)
August	1940	Australian Ministers lost in an air crash
July	1945	Mr Curtin (P M of Australia)
September	1949	Mr Beasley (Australian High Commissioner)(Westminster Cathedral)
July	1950	Mr Mackenzie King
September	1950	Field Marshal Smuts
May	1964	Sir M Margai (P M of Sierra Leone)
May	1966	Mr Bazarrabusa (Ugandan High Commissioner) (St Martins in the Fields)
January	1968	Mr Holt (P M of Australia)
January	1973	Mr Pearson (P M of Canada)

vi. Foreign Heads of State, etc.

July	1943	General Sikorski
April	1944	Frank Knox (US Secretary of the Navy)
April	1945	President Roosevelt (St Paul's)
April	1947	The King of Denmark
November	1947	Mr John Winart (former US Ambassador (See Annex A, Note 6).
September	1957	The King of Norway
September	1961	Mr Dag Hammerskjold
April	1963	The President of Israel (New West End Synagogue)
October	1966	General Bor-Komorowski (Polish war leader)
June	1968	Senator Robert Kennedy (Westminster Cathedral)
April	1969	President Eisenhower
November	1970	President de Gaulle
January	1972	The King of Denmark
October	1973	The King of Sweden
July	1974	General Franco.

vii Civil Servants and Diplomats

February	1940	Lord Tweedsmuir
September	1948	Sir Warren Fisher
July	1967	Lord Normanbrook
October	1969	Lord Bridges (CSD took the lead)
April	1970	Harold Bishop (CSC took the lead; the Secretary of the Cabinet read the lesson, and missed Cabinet to do so).
April	1970	Michael Halls
May	1971	Sir Frank Lee
July	1973	Sir Richard Sharples (<u>H C</u> in Bermuda)
July	1975	Sir Richard Clarke
July	1976	Mr Ewart-Biggs (Ambassador in Eire)

viii Military leaders

May	1943	General Andrews (Guards Chapel)
November	1944	Field Marshal Sir John Dill
January	1945	Admiral Ramsay
June	1950	Lord Wavell
May	1964	Lord Brabazon of Tara
December	1970	Sir Michael Le Fanu (Chief of the Defence Staff)

ix Miscellaneous

December	1940	Lord Lothian
January	1941	Lord Baden-Powell
August	1941	Lord Willington
March	1943	Cardinal Hinsley (Westminster Cathedral)
October	1944	The Archbishop of Canterbury
December	1945	Lord Lang
April	1946	Viscount Gort
April	1946	Lord Keynes
November	1948	Lord Ashfield (St Martins in the Fields)
January	1949	Tommy Handley
January	1952	Lord Addison
January	1952	Lord Linlithgow.

September 1958	Dr Vaughan Williams
December 1958	Lord Cecil
January 1962	Sir Earle Page (St Martins in the Fields)
November 1962	Lady de L'Isle (St Luke's, Chelsea)
April 1963	Lord Beveridge
April 1964	Lady Astor
September 1966	3 Police Officers killed on duty
November 1966	Lord Cohen
September 1967	Lord Stanhope (Windsor)
July 1968	Sir A Cohen
November 1968	Lord Rowley
September 1971	Sir D Morton
October 1972	Lord Fisher of Lambeth
March 1975	The victims of the Moorgate tube disaster
April 1975	Sir R Robinson
October 1975	Sir J Waldron
November 1975	Professor Hamilton Fairley (killed by a terrorist bomb in Camden Hill Square).
March 1976	Sir R Edwards (St Martins in the Fields).

x. Other Services

Services of Intercession or Thanksgiving

September 1942	of Intercession for Yugoslavia
May 1943	National Thanksgiving Service
September 1943	Battle of Britain Sunday
August 1944	for the Liberation of Paris
October 1944	for the Liberation of Belgrade
May 1945	for Victory in Europe
August 1945	National Day of Thanksgiving
January 1946	of Intercession for the United Nations
September 1946	of Intercession for the United Nations
July 1947	National Day of Prayer
April 1948	H M Silver Wedding
March 1953	Commonwealth Service
July 1953	Commemoration of the Battle of Britain
February 1962	300th Anniversary of the Book of Common Prayer
September 1966	for 21 years of the United Nations
October 1966	for the Independence of Lesotho
December 1967	for the International Year of Human Rights

Unveiling of memorials

October	1948	In memory of President Roosevelt
July	1970	In memory of Earl Lloyd George

This note sets out the arrangements for dealing with Government representation at funerals and memorial services, and letters of condolence. This note does not cover:-

- a) Arrangements for funerals of members of the Royal Family (and former Prime Ministers), which are covered separately.
- b) Arrangements for Government representation at funerals etc. of foreign Heads of State or Government, which are the responsibility of the Foreign and Commonwealth Office.

2. A procedure is needed to cover the following situations:-

- i) Government representation at the funeral/memorial service of someone who has given outstanding public service, including consideration of whether members of the Cabinet, etc. (see paragraph 3 below) should be notified of the funeral arrangements.
- ii) Representation of the Prime Minister personally at a similar service.

In some cases, there may be no true distinction from (i), and it is difficult to imagine an occasion at which separate representation both of the Government and the Prime Minister would be appropriate. But how any representation is best described needs to be considered in each case, bearing in mind that press reporting may sometimes give greater prominence to attendance by a representative of the Prime Minister personally, rather than to attendance by a representative of the Government as a whole.

- iii) Representation of the Prime Minister at a service for a leading member of the Prime Minister's political party.

iv) Representation of the Prime Minister on personal grounds.

3. No. 10 Downing Street will be responsible for initiating action under all these headings. On occasions covered under (i) above, No. 10 will consult the Private Secretary to the Secretary of the Cabinet and discuss with him whether the service arrangements should be drawn to the attention of Cabinet Ministers, the Leaders of the Opposition Parties, former Prime Ministers, or others so that they can take appropriate steps to attend or be represented. If so the Cabinet Office will make the necessary arrangements. The Private Secretary to the Secretary of the Cabinet and the Private Secretary of the Minister most directly concerned (where one can be identified) should also be consulted about Government representation. Points to consider are whether the Prime Minister should be advised to attend the service himself or whether he should be represented by a Minister (senior or junior), a Private Secretary, or perhaps, on rare occasions, a senior official.

On occasions covered by (iii) the Prime Minister's political office will be consulted.

4. Within 10 Downing Street, the Secretary for Appointments will be responsible for initiating action.

5. When representation has been agreed, 10 Downing Street (or the Department which has accepted responsibility) becomes responsible for two things:-

- i) Informing the church where the service is taking place, or those responsible for arranging the service, and making sure that a seat is reserved,
- ii) Notifying the Press of the official representation at the service. The Press Office of No. 10 or the responsible Department should invariably make sure that this is done.

In cases where Cabinet Ministers and others are invited to the

service, the Cabinet Office will generally arrange tickets and seats for those who wish to attend.

Letters of Condolence

6. It is for individual Departments to advise their Minister to send a letter of condolence. Within 10 Downing Street, the Secretary for Appointments will be responsible for advising the Prime Minister to send a letter of condolence, or for doing so on his behalf.

JULY 1976
10. Downing Street

63/1. no. 27. 26.
copy in 679/1

FOLIO
23

Cabinet Office,
Whitehall,
SW1.

PS(76) 27

26th July, 1976

Dear Private Secretary,

A memorial service for the late Mr. Christopher Ewart-Biggs, CMG, OBE, is to be held at St. Margaret's, Westminster at 12.00 noon on Friday, 30th July. Dress will be lounge suits.

I should be very grateful if you would let me know by Wednesday, 28th July whether your Minister wishes to attend and, if so, whether he will be accompanied by his wife, so that we can arrange for tickets accordingly.

This letter goes to the Private Secretaries to all members of the Cabinet.

Yours sincerely,

(Signed) C.J.S. BREARLEY

ARRANGEMENTS FOR THE FUNERAL OF SIR WINSTON CHURCHILL
(OPERATION "HOPE NOT")Note by the Cabinet OfficeBackground

TEMPORARILY RETAINED S. Young 12/11/2016

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OF THE PUBLIC RECORDS ACT

Nothing more was done until May, 1957, when the Prime Minister (the Rt. Hon. Harold Macmillan, MP) expressed some anxiety that those concerned should be ready to move with speed and efficiency when the moment came. His intervention had been prompted by an approach from the Dean of St. Paul's Cathedral suggesting that Sir Winston might be buried in the Cathedral alongside Nelson and Wellington. While the Prime Minister did not propose to give further consideration to this particular enquiry, still less to consult Sir Winston himself (who was known to be unwilling to address his mind to the subject), he felt that the wishes of the family should be considered, and an informal meeting was therefore arranged between representatives of the Prime Minister's Office and of the Cabinet Office and the Private Secretary to Sir Winston Churchill, Mr. Montague Browne.

This meeting took place on 18th June, when Mr. Montague Browne revealed that Sir Winston had expressed a definite wish to be buried at a particular spot on the front lawn at Chartwell. Lady Churchill was the only other person who knew this. It was safe to assume, therefore, that there would be a State funeral service (probably at the Abbey) followed by private interment; and it was agreed that Mr. Browne should consult Mr. Jock Colville, in view of the latter's special relationship with the Churchill family, while Sir Norman Brook might speak privately to the Duke of Norfolk to see if there was any preliminary planning that could be kept confidential which he could put in hand. Mr. Colville was consulted by 27th June and agreed that a State funeral followed by private interment was appropriate but thought that St. Paul's had a better claim than the Abbey on such an occasion.

The Duke of Norfolk saw Sir Norman Brook on 4th November and suggested that there might be a Lying in State in Westminster Hall to precede a possible procession through London and a service in either St. Paul's or the Abbey. It was agreed that Garter King of Arms should now be taken into his confidence and prepare provisional plans, and that they would:-

- (i) investigate arrangements for the State funerals of Nelson and Wellington;
- (ii) consider the respective merits of St. Paul's and the Abbey;
- (iii) ascertain whether there were precedents for a Lying in State in Westminster Hall other than for Royalty.

The Duke of Norfolk and Sir Norman Brook met again on 31st December, by which time Garter King of Arms had produced notes on previous State funerals. Guided by the precedent of Mr. Gladstone's funeral in 1898, they agreed in principle to a Lying in State, preferably in Westminster Hall. Assuming private interment outside London, the subsequent arrangements would be either (a) a procession from Westminster Hall to a London terminus and, separately, a service in Westminster Abbey at the same time as a private burial service outside London, or (b) a procession to St. Paul's for a service, followed by private interment in the country. In order to ascertain the wishes of the family, the Prime Minister might approach Lady Churchill or Sir Norman Brook might approach Mrs. Soames.

In February, 1958, the question became more urgent owing to Sir Winston's illness, and contingency arrangements were speeded up. On 26th February, Sir Norman Brook held a meeting with representatives of the Home Office, the Prime Minister's Office and the Whips' Office, and preliminary agreement was reached on measures affecting the Press and broadcasting, procedure in the event of Sir Winston's dying abroad, Parliamentary procedure, etc. On 3rd March the Duke of Norfolk and Sir Norman Brook agreed to widen the circle of consultation to include the Lord Chamberlain - who would be responsible for bringing the body to Westminster Hall - and possibly the Lord Great Chamberlain, while the Foreign Office and the Commonwealth Relations Office should be asked to consider arrangements for representation of foreign and Commonwealth countries at the funeral. By 21st March Sir Norman Brook had sounded the Director-General of the BBC, Sir Ian Jacob, about plans for broadcasts on the occasion of Sir Winston's death, and had promised that the BBC should be brought into consultation when planning for the State funeral and procession was further advanced.

Development of plans

On 21st March, 1958, the first draft of the master paper on Procedure on the Death of Sir Winston Churchill was produced by Sir Norman Brook's Private Office. (This was revised at least eight times before the final version of 2nd November, 1964, which was the one in force when Sir Winston died on 24th January, 1965). It was divided into three sections - Initial Action, Arrangements for the Funeral, and Press and Other Enquiries - and outlined the action to be taken by the authorities concerned, including the Prime Minister's Private Secretary, the Cabinet Office, the Chief Whip's Private Secretary, the Earl Marshal, the Foreign Office, the Home Office and the Commonwealth Relations Office. A copy of the final version is given as Appendix II to this paper.

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Planning continued throughout the spring of 1958, and opinion hardened in favour of holding the service in St. Paul's rather than the Abbey. By 24th March, 1958, it had also been agreed between Sir Norman Brock and the Duke of Norfolk that eight days should be the maximum interval between death and the day of the State funeral; and by 15th April the Duke of Norfolk had produced an outline plan to cover the Lying in State and the procession. This was approved by Lady Churchill by 9th May, and planning could thus continue on the firm basis of a Lying in State in Westminster Hall, a procession, a service in St. Paul's, and private interment at Chartwell.

By September, 1958, some progress had been made in settling the principles on which foreign and Commonwealth representatives should be invited to the funeral and in drawing up lists of close associates and friends, possible pallbearers, etc.; but in order to preserve secrecy it was decided that no approach should be made to foreign and Commonwealth Governments until a public announcement about the State funeral had been made. Some widening of the circle of consultation was, however, inevitable. The Dean of St. Paul's was already involved, and at a meeting in the Cabinet Office on 7th January, 1959, it was agreed that the Service Departments, the Post Office, the Stationery Office, the Police and the Port of London Authority should be consulted on different aspects of the arrangements. By 5th March the Duke of Norfolk had produced a rough timetable for the ceremonies on the day of the funeral as well as for the preceding week: with the day of death as X, the funeral would be X plus 8, i.e. seven clear days, and the Lying in State would start in the late afternoon of X plus 4. Arrangements for the journey to Westminster Hall would be the responsibility of the Lord Chamberlain, the arrival at the Hall would be under the Earl Marshal, and arrangements for the Lying in State under the Lord Great Chamberlain and the Minister of Works.

Plans were expanded to deal with the arrangements necessary should Sir Winston die abroad, the respective roles of the RAF and the Royal Navy being defined, and the London District of Army Eastern Command went ahead with its plans for the ceremonial on the day of the funeral. Progress was also made on the allocation of seats in St. Paul's between Government Departments, the Services, family and friends, and on the selection of pallbearers. By 27th July, 1959, the Duke of Norfolk felt that the point had been reached at which all possible advance arrangements had been made and the file could be put away. But in December, 1959, it was learned that Sir Winston had decided that he should be buried in the churchyard at Bladon, near Woodstock, where his parents were buried. This necessitated a considerable rearrangement of the ceremonial planned for the day of the funeral. A procession from St. Paul's to Paddington would involve obvious difficulties. It was therefore decided, subject to the family's approval, to retain the proposed procession from St. Paul's to Tower Bridge, from where the coffin would be carried by river to the Festival Hall pier and thence by motor hearse to Waterloo. It could then be taken by special train to the station nearest to Bladon.

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The basic plans for the Lying in State and the funeral were now laid and were very little altered before the event; Lady Churchill and the family approved the draft ceremonial and (with only minor alterations) a draft order of service for St. Paul's in November, 1960. Plans were also elaborated to deal with the situation should Sir Winston die abroad, particularly in the south of France, which included the necessary arrangements for undertakers and embalmers and the question of foreign ceremonial, which it was hoped to keep to a minimum. The Foreign Office, the Admiralty and the Air Ministry produced detailed notes of their respective plans of action in January, 1960, and co-ordinating meetings were held in the Cabinet Office in February and June of that year. Arrangements were made with the Stationery Office for the pre-printing of black-edged stationery; and the plans of both the BBC and ITA were expanded to include not only coverage of the Lying in State and the funeral but also the pre-recording of television and sound tributes to Sir Winston by Lord Avon and other colleagues and friends and the preparation of an official tribute from the Prime Minister of the day.

Plans for invitations to foreign and Commonwealth guests and details of the seating arrangements in St. Paul's also progressed. Apart from those reserved for the Royal Family and other distinguished personages, the family and personal friends, the seats were allocated in blocks by the College of Arms to the different Departments and authorities concerned, to be allocated individually at their own discretion. The Cabinet Office was responsible for the invitations to six categories of guests: Ministers and their wives, Privy Counsellors who served with Sir Winston as Ministers of Cabinet rank, persons who served Sir Winston at No. 10, persons who served him in the Cabinet Office, the Ministry of Defence, etc., Heads of Departments, and other public figures. A detailed plan of action to be taken by the Cabinet Office on these arrangements was drawn up on 22nd May, 1963, and revised at intervals up to January, 1965. With the change of Administration in November, 1964, the lists of guests and the seating arrangements in St. Paul's required substantial revision in order to accommodate the increased numbers of ex-Ministers, Permanent Secretaries and Privy Counsellors who had served under Sir Winston and were not now otherwise provided for. A slight complication also arose from the fact that the College of Arms refused to be responsible for drawing up an advance master list of guests which would avoid the possible duplications or omissions which might arise from the drawing up of separate lists by so many bodies. A meeting held at the College of Arms on 30th January, 1964, went some way to clearing up outstanding points, but it would appear that a master list was not compiled until after the funeral, when the different authorities were asked to submit a final list of the guests to whom they had sent invitations.

The only other difficulty which arose at a comparatively late stage of planning was the question of traffic control if the day of the funeral, which was not to be a public holiday or day of National Mourning, should not fall on a Saturday. As early as 27th July, 1959, the Duke of Norfolk had spoken of the advantages of deciding on a Saturday, regardless of the increased interval which would probably elapse between the death and the funeral, but Sir Norman Brook

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had felt that the family would have strong objections to such an interval. The question was revived in August, 1962, when Sir Norman Brook pointed out that three conflicting demands were involved - the family wished the interval before the funeral to be no more than eight days, the military authorities said they must have at least eight days, and the police wished the funeral to be on a Saturday. When the time came it might be necessary for one or more parties to give way a little, but this was something which could not be decided in advance of the event. Meanwhile the Lord Great Chamberlain's office drew up detailed instructions for the police as well as for the Members and officers of both Houses of Parliament to cover the organisation of the Lying in State, the public queues and the ceremonies on the day of the funeral. These instructions were revised from time to time up to December, 1964.

Sir Winston's death and funeral

Sir Winston became seriously ill in January, 1965, and although his last illness was prolonged it soon became apparent that he was dying. He died in the early morning of Sunday, 24th January, and the funeral took place on the following Saturday, 30th January, i.e. X plus 6 rather than the X plus 8 which had been planned. The speeding up of the funeral arrangements was largely made possible by the nature of his last illness, which had allowed the Earl Marshal and the different Departments concerned to put preliminary measures discreetly in hand before the day of death. For instance, the College of Arms decided to send out the blocks of invitation cards to the Departments ahead of the actual death, leaving them to insert the date of the service as well as the name of the invitee. The Prime Minister (Mr. Wilson) also arranged to alter one of the statements to be issued from No. 10 so that the public could be given information about the date of the funeral and the dates of the Lying in State should Sir Winston die over the weekend, as in fact happened. Otherwise the arrangements went almost exactly as the Earl Marshal had planned. A note for record, covering the sequence of events from 15th January up to the day of the funeral, was compiled in the Private Office on 22nd February and is summarised at Appendix III.

Cabinet action

The Prime Minister informed the Cabinet on 19th January, 1965, that Sir Winston was gravely ill. If he did not survive, it would be appropriate that tributes should be made in Parliament. Any tributes from individual Ministers should be co-ordinated, for convenience, through the Prime Minister's Press Secretary at No. 10.

On 26th January the Prime Minister told the Cabinet that Ministers would be informed in due course of the arrangements for them to attend the Lying in State and the funeral. There would be no national mourning and Ministers should feel free to attend social and public functions where these were of an official nature. The political activities connected with the current by-elections should also continue, though it might be thought best to refrain from political controversy on the day of the funeral. However, it would be appropriate to decline purely social invitations, other than private ones, for the rest of the week. The Cabinet agreed that a message of sympathy on behalf of the Government as a whole should be sent to Lady Churchill and other members of Sir Winston's family. The message was sent that same day by the Secretary of the Cabinet, Sir Burke Trend, and read as follows:-

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"At their first meeting after Sir Winston's death the Cabinet directed me this morning to record their collective sense of the great loss which the country has sustained and to convey to you and the other members of his family their deepest sympathy".

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DEPARTMENTS AND OFFICERS CONCERNED IN THE FUNERAL
ARRANGEMENTS

<u>Department</u>	<u>Functions</u>
Cabinet Office	General co-ordination of arrangements; sends out invitations to certain guests - see page 4 above
Earl Marshal and Garter King of Arms	Arrange and supervise all aspects of the ceremonial for Lying in State, funeral and journey to Bladon; co-ordinate arrangements with Cathedral authorities; responsible for Royal guests and VIPs and for general seating arrangements
Lord Chamberlain	Arrange journey of body to Westminster Hall
Lord Great Chamberlain	Arrange Lying in State in Westminster Hall, in conjunction with Earl Marshal and Ministry of Public Building and Works
Foreign Office, Commonwealth Relations Office and Colonial Office	Supervise invitations to foreign and Commonwealth guests and representatives
Ministry of Defence	(i) Army: through London District HQ arrange ceremonial for the Lying in State and funeral (ii) RAF and Navy: responsible for transport of coffin, etc. should Sir Winston die abroad
Ministry of Public Building and Works	With Earl Marshal and Lord Great Chamberlain, arrange Lying in State in Westminster Hall
Home Office	Make necessary police arrangements
Stationery Office	Arrange printing of all black-edged stationery, order of service, order of ceremonial, etc.
Post Office	Arrange laying of cables, etc. for special television and sound broadcasts
Port of London Authority	Arrange journey by river

<u>Department</u>	<u>Functions</u>
Prime Minister's Private Secretary	Inform Queen's Private Secretary; Cabinet Office and Chief Whip's Office when news of death is received; co-ordinate arrangements for Press and television announcements between Prime Minister's Office, House of Commons and Cabinet Office
Chief Whip's Private Secretary	Arrange adjournment of House of Commons, moving of an Address and the paying of tributes

PROCEDURE ON THE DEATH OF SIR WINSTON CHURCHILLA. INITIAL ACTION

1. On the death of Sir Winston Churchill, his Private Secretary informs by telephone the Prime Minister's Private Secretary.

2. The Prime Minister's Private Secretary -

(i) Informs:

The Queen's Private Secretary
The Cabinet Office
The Chief Whip's Private Secretary

(ii) Submits to the Prime Minister a pre-arranged statement for immediate publication.

(iii) Ascertains when the Prime Minister wishes to make a broadcast on radio and television. (A provisional text should have been prepared in advance).

(iv) (a) If the House of Commons is not in Recess -

Arranges for the issue of a statement saying that it is understood that The Queen will send a Message to both Houses of Parliament conveying her wish that a State funeral shall be held on a day to be appointed. (See "B. Arrangements for the Funeral" below. The Earl Marshal will require an interval of not less than seven clear days to complete his preparations, and the question whether it would be practicable to hold the funeral on a Saturday, in order to reduce traffic difficulties, will need to be considered).

(b) If the House of Commons is in Recess -

After consulting the Chief Whip's Private Secretary, ascertains whether the Prime Minister wishes the House to be recalled forthwith. If the House is to be recalled, he arranges for the issue of a statement as in (a) above. If it is not to be recalled, he arranges for the issue of a statement that with The Queen's approval a State funeral will be held on a day to be appointed.

3. The Cabinet Office -

(i) Inform:

Ministers of Cabinet rank
The Earl Marshal and Garter King of Arms
The Lord Chamberlain
Foreign Office (Vice-Marshal of the Diplomatic Corps or Resident Clerk)
Commonwealth Relations Office (Lt. -Col. Hugo)

and, in the event of Sir Winston Churchill's dying abroad -

Ministry of Defence (Head of Defence Secretariat)
Ministry of Defence (Head of S4 (air))

- (ii) Arrange, in consultation with the Treasury, for an official to be loaned as assistant to the Private Secretary to Sir Winston Churchill.
- (iii) Arrange for a Press Officer to be loaned to the Earl Marshal's office.

4. The Ministry of Defence (RAF) -

In the event of Sir Winston Churchill's having died abroad -

- (i) Ascertain by telephone from Messrs. Kenyon of 45 and 47, Edgware Road, the funeral undertakers, whether they can arrange, through local agents, for embalming facilities to be made available in time in the country concerned.

If Messrs. Kenyon reply that they cannot do so -

- (ii) Arrange for representatives of the firm to be flown immediately in an aircraft of the Royal Air Force to the country concerned.
- (iii) Arrange for the despatch by the Foreign Office, Commonwealth Relations Office or Colonial Office, as the case may be, of a telegram to Her Majesty's representative in the country concerned, asking him to help in every way.
- (iv) Inform the Prime Minister's Private Secretary of the time at which the aircraft is due to leave and of the arrangements generally.

(Messrs. Kenyon's agents should be able to make embalming facilities available in time through local agents if the death takes place on the mainland of North or South America)

5. The Foreign Office, Commonwealth Relations Office and Colonial Office -

Despatch to Her Majesty's representatives telegrams giving guidance for dealing with Press enquiries. (Drafts of these telegrams will have been prepared in advance).

6. The Chief Whip's Private Secretary -

If the House of Commons is not in Recess, or is to be recalled -

- (i) Concerts, in consultation with the Prime Minister's Private Secretary, the arrangements for adjourning the House of Commons, for moving an Address in answer to The Queen's Message, and for paying tributes. (An outline of the Prime Minister's tribute should have been prepared in advance by his Private Secretary).

- (ii) Informs the Private Secretary to the Leader of the House of Lords of the above arrangements.

B. ARRANGEMENTS FOR THE FUNERAL

7. The Prime Minister's Private Secretary -

- (i) In the event of Sir Winston Churchill's having died abroad, asks the Secretary of the Cabinet to advise the Prime Minister what arrangements should be made for bringing the body to England.

Detailed plans will have been made in advance on the following assumptions:-

- (a) That if death takes place in France, Belgium or Holland, the Royal Navy will be responsible for conveying the body across the Channel in one of Her Majesty's ships.
 - (b) That if death takes place in any other country, the Royal Air Force will be responsible for bringing the body to England by air.
 - (c) That Messrs. Kenyon will arrange for the body to be conveyed from the place of death to the port or airport of embarkation.
 - (d) That telegrams will be sent as soon as possible by the Foreign Office, Commonwealth Relations Office or Colonial Office, as the case may be, to Her Majesty's representative in the country concerned, informing him of the arrangements made for conveying the body to England and asking him to help in every way.
- (ii) After consulting the Earl Marshal or, in his absence, Garter King of Arms, and the Lord Chamberlain, seeks a decision from Sir Winston Churchill's Private Secretary about the date of the funeral and the arrangements to be made for bringing the body to Westminster Hall.
 - (iii) Informs The Queen's Private Secretary, the Earl Marshal, Garter King of Arms, the Lord Chamberlain, the Cabinet Office, the Foreign Office, the Commonwealth Relations Office and the Home Office of the arrangements made.
 - (iv) Arranges for the publication of a statement that, with The Queen's approval, there will be a Lying in State in Westminster Hall, to be followed by a funeral service in St. Paul's on the day appointed. (If there is to be a Message from The Queen to both Houses of Parliament, this statement must await the publication of The Queen's Message).

8. The Cabinet Office -

In the event of Sir Winston Churchill's having died abroad, inform the Service Departments concerned what arrangements are to be made for bringing the body to England.

9. The Lord Chamberlain -

In consultation with the Earl Marshal or, in his absence, Garter King of Arms, supervises the arrangements for bringing the body to Westminster Hall.

10. The Earl Marshal -

In consultation with the Lord Great Chamberlain, supervises the arrangements for the Lying in State and the funeral service, and secures any necessary action by Departments (e. g. the Service Departments and the Ministry of Public Building and Works).

11. The Home Office -

Make the necessary police arrangements, in consultation with the Earl Marshal or, in his absence, Garter King of Arms.

C. PRESS AND OTHER ENQUIRIES

12. The Prime Minister's Adviser on Public Relations -

In consultation with Sir Winston Churchill's Private Secretary, answers questions from the Press and elsewhere about the arrangements (other than those directly concerning the organisation of the State funeral).

13. The Earl Marshal's Press Officer -

Answers questions from the Press and elsewhere concerning the organisation of the State funeral.

2nd November, 1964

The following is a shortened version of a Note for Record compiled in Sir Burke Trend's Private Office on 22nd February, 1965.

(1) Sequence of Events

Confidential news of the gravity of Sir Winston Churchill's illness first reached the Cabinet Office on Friday, 15th January, 1965. The Earl Marshal was in Scotland and the Cabinet Office, asked by Garter King of Arms whether he should arrange to return, advised that the Earl Marshal "might feel happier if he were in London and readily available". The Earl Marshal accordingly returned on Sunday, 17th January, and on the 18th presided at a conference at London District HQ attended by representatives of the Cabinet Office, Army, Police, Government Departments, etc., who were concerned in the planning of "Hope Not". Discussion centred largely on the likely date of the funeral, and the Prime Minister's view that proceedings might be speeded up (cf. the arrangements for President Kennedy's funeral) was considered. But in the light of what the Departments concerned reported, and after the Earl Marshal had met the Prime Minister that afternoon, it was decided to adhere to the timetable of K plus 8 to within a day, but not to exceed it.

Sir Winston died at about 8.00 a.m. on Sunday, 24th January. For most of the week leading up to his death the Press Officer, who had been earmarked for the occasion, was installed in the offices in the Ministry of Defence which had been reserved and prepared for the Earl Marshal and his team. On one or two occasions during the week (when it was public knowledge that Sir Winston was likely to die) the Earl Marshal asked the Cabinet Office whether it would be in order for him and his staff, for greater convenience of administration, to move into these offices. In agreement with Sir Winston's Private Secretary, and with the knowledge of the Prime Minister, the Cabinet Office advised that there would be a risk of public criticism if the Earl Marshal were seen to be taking up his operational headquarters before the date of death and that it would be better for him to stay where he was. This advice he accepted (even though we all knew that the Press were broadly aware of the arrangements for a State funeral but were very properly keeping it to themselves until an announcement should be made).

Although Sir Winston's death on 24th January did not leave seven clear days before the funeral service, which was held on Saturday, 30th January, his illness had been sufficiently protracted to allow many of the preparations to be put surreptitiously in hand; and there was no difficulty about being ready for Saturday.

(2) Announcements

Not long after it was known that Sir Winston was mortally ill, the Prime Minister decided to alter the procedure in that part of the Cabinet Office Note governing announcements from No. 10 (see Appendix II), in order that the public should be given early information about the arrangements for a Lying in State and State funeral.

The Earl Marshal held a Press conference at Church House on Monday, 25th January. A copy of the hand-out is on Part VI of the file.

(3) Mourning

Some enquiries were received from Ministers' Private Secretaries seeking guidance on what their Ministers should do about functions which they had committed themselves to attend. The normal guide was that if the occasion were a charity there would be little objection and that at all functions, where Ministers were playing a leading part, they might appropriately take the opportunity of making some reference to the sad event. It is worth noting that Heads of Missions in London tended to cancel diplomatic receptions which had been arranged during the week; in particular, the Indian High Commissioner cancelled the reception for Republic Day. The extent to which a function might attract publicity was also a factor, as was the extent to which it served an official and worthwhile purpose. There proved to be no need to send round any written instructions on the subject.

(4) Invitees

This went as smoothly as could be expected, though difficulties arose from the fact that certain Ministers were unable to make up their minds whether to attend the funeral service, and tended to change their minds at the last moment. There is great advantage on such an occasion in holding on to the seat tickets and refusing to allocate them until the last possible moment. The clearer the picture one has obtained (by means of telephone calls) of the number of acceptances and refusals before precisely allocating the seats, the less trouble towards the end; and it is an advantage to keep a seat or two in reserve in particular areas of the Cathedral in case Ministers who have declined an invitation by telephone subsequently decide to come. The Privy Council Office pressed to be sent their seat tickets on Tuesday, 26th January (since some of their invitees lived at a considerable distance from London) with the result that a substantial number of seats in their block fell vacant due to refusals and illness and arrangements had to be improvised for the seats to be filled by appropriate people on the day. It would in fact have been soon enough for all the seat tickets to be sent out no earlier than the afternoon of Wednesday, 27th January. It is perhaps worth noting that the House of Commons, who had successfully pressed very hard to be given enough seats to accommodate every Member of the House, returned a very considerable number of seat tickets to the Earl Marshal's office about three days before the funeral.

As a result of refusals, sickness, etc., it was possible to offer Permanent Secretaries and those on the list entitled "Other Public Figures" the opportunity to bring their wives to the funeral service provided that they were content that their wives should sit, as they did, in a separate block of seats. This is the sort of situation which it is difficult to avoid unless it is decided at the outset, which it was not, that these categories of people should be accompanied by their wives. In fact, provision for wives was made only in the case of Cabinet Ministers, senior Ministers not in the Cabinet and Privy Counsellors who served with Sir Winston as Ministers of Cabinet rank.

The ushering arrangements went smoothly, with an allocation of one usher per hundred seats.



10 DOWNING STREET

NOTE FOR THE FILE

For the papers on Government representation at the Funeral and Memorial services for Christopher Ewart-Biggs (H.M. Ambassador to Eire) following his assassination on 21 July 1976 see Ireland - July 1976.

SW

30 July 1976

S.W.



CABINET OFFICE

70 Whitehall, London SW1A 2AS Telephone 01-

233

8319
358
408

From the Secretary of the Cabinet: Sir John Hunt KCB

Ref. A02330

20th July, 1976

Dear ~~Colin~~,
Gord
CVP 21/7.

Memorial Services

Returning from leave, I have seen your letter of 5th July and the revised note on Government representation at memorial services etc. It seems to me to reflect very adequately the points I was making and I am quite content with it. I do agree that the question of Government/Prime Minister representation is not an easy one to sort out and am very content that we should consider the appropriate designation on a case-by-case basis.

I think Private Offices may well find it helpful to have a copy of your note and I shall arrange for this.

Yours ever
C. J. S. Brearley

(C. J. S. Brearley)
Private Secretary

C. V. Peterson, Esq.

Govt. Mad.



Foreign and Commonwealth Office

London SW1A 2AH

12 July 1976

Dear Colin, ^{CRP 14/7.}

Thank you for your letter of 5 July.

(b) of your first paragraph is absolutely correct!

Yours ever,

(E. A. J. Fergusson)

C. V. Peterson Esq.,
Secretary for Appointments,
10 Downing Street

PRIVATE OFFICE

PRESS OFFICE

MR. McNALLY

The attached note about Government representation at Memorial Services, etc., has been prepared in consultation with the Cabinet Office and agreed with Mr. Stowe. A copy has gone to the Foreign and Commonwealth Office.

Action rests primarily with the Secretary for Appointments, but you will wish to know of the arrangements for dealing with these matters.

CVP

7 July 1976

Government Representation at Memorial Services,
Letters of Condolence, etc.

This note sets out the arrangements for dealing with Government representation at funerals and memorial services, and letters of condolence. This note does not cover:-

- a) Arrangements for funerals of members of the Royal Family (and former Prime Ministers), which are covered separately.
- b) Arrangements for Government representation at funerals etc. of foreign Heads of State or Government, which are the responsibility of the Foreign and Commonwealth Office.

2. A procedure is needed to cover the following situations:-

- i) Government representation at the funeral/memorial service of someone who has given outstanding public service, including consideration of whether members of the Cabinet, etc. (see paragraph 3 below) should be notified of the funeral arrangements.
- ii) Representation of the Prime Minister personally at a similar service.

In some cases, there may be no true distinction from (i), and it is difficult to imagine an occasion at which separate representation both of the Government and the Prime Minister would be appropriate. But how any representation is best described needs to be considered in each case, bearing in mind that press reporting may sometimes give greater prominence to attendance by a representative of the Prime Minister personally, rather than to attendance by a representative of the Government as a whole.

- iii) Representation of the Prime Minister at a service for a leading member of the Prime Minister's political party.

iv) Representation of the Prime Minister on personal grounds.

3. No. 10 Downing Street will be responsible for initiating action under all these headings. On occasions covered under (i) above, No. 10 will consult the Private Secretary to the Secretary of the Cabinet and discuss with him whether the service arrangements should be drawn to the attention of Cabinet Ministers, the Leaders of the Opposition Parties, former Prime Ministers, or others so that they can take appropriate steps to attend or be represented. If so the Cabinet Office will make the necessary arrangements. The Private Secretary to the Secretary of the Cabinet and the Private Secretary of the Minister most directly concerned (where one can be identified) should also be consulted about Government representation. Points to consider are whether the Prime Minister should be advised to attend the service himself or whether he should be represented by a Minister (senior or junior), a Private Secretary, or perhaps, on rare occasions, a senior official.

On occasions covered by (iii) the Prime Minister's political office will be consulted.

4. Within 10 Downing Street, the Secretary for Appointments will be responsible for initiating action.

5. When representation has been agreed, 10 Downing Street (or the Department which has accepted responsibility) becomes responsible for two things:-

- i) Informing the church where the service is taking place, or those responsible for arranging the service, and making sure that a seat is reserved,
- ii) Notifying the Press of the official representation at the service. The Press Office of No. 10 or the responsible Department should invariably make sure that this is done.

In cases where Cabinet Ministers and others are invited to the

service, the Cabinet Office will generally arrange tickets and seats for those who wish to attend.

Letters of Condolence

6. It is for individual Departments to advise their Minister to send a letter of condolence. Within 10 Downing Street, the Secretary for Appointments will be responsible for advising the Prime Minister to send a letter of condolence, or for doing so on his behalf.



CABINET OFFICE

70 Whitehall, London SW1A 2AS Telephone 01-

233

8319
8358
8408

From the Secretary of the Cabinet: Sir John Hunt KCB

Ref: A02227

6th July, 1976

Dear Mr. Peterson

Memorial Services

✓ I am writing to acknowledge your letter of 5th July to Chris Brearley which he will see on his return from leave at the end of next week.

*Yours sincerely
Kay Dover*

Miss K. Dover
(Assistant Private Secretary)

C. V. Peterson, Esq.

5 July 1976

Memorial Services

No. 10 and the Cabinet Office have been working on a short note to lay down the drill dealing with Government representation at Memorial Services.

I attach a copy. I hope this seems all right from your point of view, and that (b) of the first paragraph is correct.

C. V. PETERSON

E.A.J. Fergusson, Esq.,
Foreign and Commonwealth Office.

Your reference: A02183

5 July 1976

file

Memorial Services ✓

Many thanks for your letter of 28 June.

I have revised the note in the light of your comments for which I was most grateful and hope that the new version attached can be taken as definitive. You will see that I have not wholly gone along with your thought that there may be no real difference between representation of the Government and representation of the Prime Minister. This is a difficult little point (at least I find it so) to think through, but I am pretty sure that there are occasions when there is a difference and one description will be more appropriate than the other.

I have sent a copy of the note to Ewan Fergusson at the Foreign and Commonwealth Office. If you are happy with it and feel that it deserves wider circulation to Departments, may I leave that to you?

C. V. PETERSON

C.J.S. Brearley, Esq.,
Cabinet Office.

MR. STOWE

I agree: if Cab. Office
want to send it widely, so be it.

Government representation
at Memorial Services

KMS.
1/11

I have had in hand for some time a note on this subject, so that we would have a settled drill. The Cabinet Office have held things up but I now have their comments.

The attached note is the result. If you are content with it copies might go round to all Private Secretaries here, the Cabinet Office and the Foreign and Commonwealth Office. I rather doubt if it warrants distribution (presumably by the Cabinet Office) to all Departments, although there would be no harm in this.

CVP

1 July 1976

Government Representation at Memorial Services,
Letters of Condolence, etc.

This note sets out the arrangements for dealing with Government representation at funerals and memorial services, and letters of condolence. This note does not cover:-

a) Arrangements for funerals of members of the Royal Family (and former Prime Ministers), which are covered separately.

b) Arrangements for Government representation at funerals etc. of foreign Heads of State or Government, which are the responsibility of the Foreign and Commonwealth Office.

2. A procedure is needed to cover the following situations:-

i) Government representation at the funeral/memorial service of someone who has given outstanding public service, including consideration of whether members of the Cabinet, etc. (see paragraph 3 below) should be notified of the funeral arrangements.

ii) Representation of the Prime Minister personally at a similar service.

In some cases, there may be no true distinction from (i), and it is difficult to imagine an occasion at which separate representation both of the Government and the Prime Minister would be appropriate. But how any representation is best described needs to be considered in each case, bearing in mind that press reporting may sometimes give greater prominence to attendance by a representative of the Prime Minister personally, rather than to attendance by a representative of the Government as a whole.

iii) Representation of the Prime Minister at a service for a leading member of the Prime Minister's political party.

iv) Representation of the Prime Minister on personal grounds.

3. No. 10 Downing Street will be responsible for initiating action under all these headings. On occasions covered under (i) above, No. 10 will consult the Private Secretary to the Secretary of the Cabinet and discuss with him whether the service arrangements should be drawn to the attention of Cabinet Ministers, the Leaders of the Opposition Parties, former Prime Ministers, or others so that they can take appropriate steps to attend or be represented. If so the Cabinet Office will make the necessary arrangements. The Private Secretary to the Secretary of the Cabinet and the Private Secretary of the Minister most directly concerned (where one can be identified) should also be consulted about Government representation. Points to consider are whether the Prime Minister should be advised to attend the service himself or whether he should be represented by a Minister (senior or junior), a Private Secretary, or perhaps, on rare occasions, a senior official.

On occasions covered by (iii) the Prime Minister's political office will be consulted.

4. Within 10 Downing Street, the Secretary for Appointments will be responsible for initiating action.

5. When representation has been agreed, 10 Downing Street (or the Department which has accepted responsibility) becomes responsible for two things:-

- i) Informing the church where the service is taking place, or those responsible for arranging the service, and making sure that a seat is reserved,
- ii) Notifying the Press of the official representation at the service. The Press Office of No. 10 or the responsible Department should invariably make sure that this is done.

In cases where Cabinet Ministers and others are invited to the

service, the Cabinet Office will generally arrange tickets and seats for those who wish to attend.

Letters of Condolence

6. It is for individual Departments to advise their Minister to send a letter of condolence. Within 10 Downing Street, the Secretary for Appointments will be responsible for advising the Prime Minister to send a letter of condolence, or for doing so on his behalf.



Miss Poin.
What do you think of this?
CVP 29/6.

CABINET OFFICE

70 Whitehall, London SW1A 2AS Telephone 01-

233
8319
8358
8408

From the Secretary of the Cabinet: Sir John Hunt KCB

Ref. A02183

28th June, 1976

Dear Colin,

Memorial Services

I am quite ashamed at the delay in replying to your letter of 12th March. I can only plead that your letter prompted me to look in some depth at our papers and practice and that this had its interest, and took a good deal of time, even if it was not ultimately a very rewarding field for study.

So much for excuses. The time it has taken me to do my own researches proves the value of a note on the lines you suggest and it would certainly help me - and I hope it would help you too - if some amendments could be made to your note to reflect more fully the Cabinet Office interest.

✓ First, in appropriate cases we draw the arrangements for funeral and memorial services to the attention of Cabinet Ministers, the Leaders of the Opposition Parties, and former Prime Ministers. When necessary we also arrange tickets for them. I would find it helpful if we could - as part of the regular drill - have a word about this aspect at the same time as we talk about representation in particular cases (in any case the two interact to some extent).

X | Secondly, there is the question you raise about the reporting of representation and your suggestion that one way round the problem might be for all Government representatives to be designated as representatives of the Prime Minister. To be frank, I find myself more than a little confused about this. At first sight I was inclined to say that whether or not the Prime Minister is represented at a funeral/memorial service is a quite distinct matter from whether the Government should be represented and that it would not be right to confuse these simply because the Times attaches too little significance to Government representation. But then I began to wonder whether representation of the Government and representation of the Prime Minister were two different things. Clearly there are cases where the

/Prime

C. V. Peterson, Esq.

No, this
is wrong?

Prime Minister's interest in a funeral/memorial service is on a purely personal level or is in his capacity as Party Leader (as paragraph 2 of your note recognises) but, this apart, surely the Prime Minister attends or is represented at funeral/memorial services precisely because he is the Head of Government. Other members of the Government may also attend or be represented and in these cases the Government will as a matter of fact be represented by them all. This line of reasoning brought me to think that perhaps there is never any need to designate an individual as "representing the Government": if Ministers attend they are the representatives, if they are represented their representatives are ipso facto the Government's representatives but in neither case is there any need to say so. Of course the fact that no-one is to be designated as representing the Government does not excuse those of us concerned from ensuring that the Government is represented at an appropriate level. Where a junior Minister or official is chosen to represent the Government I suggest that we should make it a rule to choose the same person to represent the Prime Minister (as Head of the Government) to ensure adequate publicity (and because it seems the logical ^{course} ~~case~~).

What of your point that there may be cases where representation of the Prime Minister may not be as appropriate as representation on behalf of the Government collectively? I am inclined to say simply that I do not believe there need be such cases - remember we are talking about descriptions and not realities. I certainly do not accept that Sir Val Duncan's memorial service was a case in point: I cannot see that there would have been anything inappropriate in that case in describing Lord Goronwy-Roberts as representing the Prime Minister.

I wonder whether you find this at all persuasive. Just in case, I attach some amendments to your note which would have the effect of taking account of these points: and I would of course be happy to discuss.

As you ask, I shall keep an eye on notices of memorial services in the Press though I regard it as unlikely that I will need to remind you of them very often.

Yours ever
Chris Brearley

(C. J. S. Brearley)
Private Secretary

- Paragraph 2i) Add at end "Consideration of whether members of the Cabinet etc. should be notified of the arrangements".
- Paragraph 2ii) Add at end "(usually the Government representative and the Prime Minister's representative will be the same)".
- Paragraph 3,
second sentence to
the end To read: "On occasions covered under i) above No. 10 will consult the Private Secretary to the Secretary of the Cabinet and discuss with him whether the service arrangements should be drawn to the attention of Cabinet Ministers, the Leaders of the Opposition Parties, former Prime Ministers or others so that they can make appropriate arrangements to attend or be represented. If so the Cabinet Office will make the necessary arrangements. The Private Secretary to the Secretary of the Cabinet and the Private Secretary of the Minister most directly concerned (where one can be identified) should also be consulted about Government representation. Points for consideration are whether the Prime Minister should himself attend the service or whether he should be represented by a Minister (senior or junior), the Private Secretary or perhaps, on rare occasions, a senior official. On occasions covered by iii), the Prime Minister's Political Office will be consulted".
- Paragraph 5 Add at end "In cases where Cabinet Ministers and others are notified of the service, the Cabinet Office will generally arrange tickets and seats for those who wish to attend".

Gout
Mach

~~B.F. 2/4/76~~

12 March 1976

Here is the promised draft on memorial services etc.
I would be glad of any comments you may have.

The reporting in today's papers (Times and Telegraph) of yesterday's memorial service for Sir Val Duncan raises one point in my mind. The Telegraph reported prominently the fact that Lord Goronwy-Roberts represented the Government; you could find this out from The Times report, but only in the small print. The Times, on this occasion at least, seemed to give prominence only to personal representation. I suppose one answer to this would be, if the Prime Minister were content, for any such representation always to be attributed to him personally: but I am not sure that this would always be as appropriate as representation on behalf of the Government collectively.

Have you any thoughts on that one?

I imagine nobody else will complain at the note placing a great deal of responsibility in these matters on the signer of this letter, but I am sure the occupier of this seat would always be glad to be reminded, for example by the occupier of your seat, when the report of some prominent person's death seemed to call for representation to be considered.

E. V. PETERSON

C.J.S. Brearley, Esq.,
Cabinet Office.

Sensitivities

X Having in mind that the Press ^{reports} may give greater prominence to attendance by a representative of the Prime Minister ^{personally} rather than to a representative of a body such as the Government.

Government Representation at Memorial Services,
Letters of Condolence, etc.

This note sets out the arrangements for dealing with Government representation at funerals and memorial services, and letters of condolence. This note does not cover:-

a) Arrangements for funerals of members of the Royal Family (and former Prime Ministers), which are covered ~~under separate~~ ^{by} ~~arrangements~~.

b) Arrangements for Government representation at funerals etc. of foreign Heads of State or Government, which are the responsibility of the Foreign and Commonwealth Office.

2. ~~Arrangements are~~ ^{A procedure is} needed to cover the following situations:-

i) Government representation at the funeral/memorial service of someone who has given outstanding public service, ^{and consideration of whether members of the Cabinet etc should be notified of the funeral arrangements.}

ii) Representation of the Prime Minister personally at a similar service.

iii) Representation of the Prime Minister at a service for a leading member of the Prime Minister's Political Party.

iv) Representation of the Prime Minister on personal grounds.

3. No. 10 Downing Street will be responsible for initiating action under all these headings. On occasions covered under (i) above No. 10 will consult the Cabinet Office (Private Secretary to the Secretary of the Cabinet) and, where this can be identified, the Private Secretary of the Minister most directly concerned.

NP. In some cases there may be no true distinction from (i), and it is difficult to imagine an occasion at which separate representation ^{both} of the Government and the Prime Minister would be appropriate. But how ^{both} ~~both~~ any representation is best decided needs to be considered in each case. (X)

(Example: the late Sir Ronald Edwards gave a great deal of public service, most notably as Chairman of the Electricity Council so, in that case, the Department of Energy is appropriate.) On occasions covered by (iii) above, the Prime Minister's Political Office will be consulted.

4. Within 10 Downing Street, action will be initiated by the Secretary for Appointments.

5. When representation has been agreed, the Department (or 10 Downing Street) becomes responsible for two things:-

i) Informing the church where the service is taking place and making sure that a seat is reserved.

ii) Notifying the Press of the Government representation at the service. The church concerned may sometimes be ready to do this, but on other occasions the Press Office of the Department may need to take the necessary action.

Letters of Condolence

6. It is for individual Departments to advise their Minister to send a letter of condolence. Within 10 Downing Street, the Secretary for Appointments will be responsible for advising the Prime Minister to send a letter of condolence, or for doing so on his behalf.



CABINET OFFICE

70 Whitehall, London SW1A 2AS Telephone 01

233

8319
8358
8408

From the Secretary of the Cabinet: Sir John Hunt KCB

Ref: A01374

9th March, 1976

Dear Colin, ^{Mr 10/3.}

Thank you for your letter of 8th March about Memorial Services. Following our earlier conversation I had a look at some of our files on this from which it seemed that the Cabinet Office has always played a reactive role. Nonetheless I think it will be helpful to have a piece of paper setting out the position and shall be very glad to see and comment on your draft in due course.

Yours ever

(C.J.S. Brearley)

C. V. Peterson, Esq

8 March 1976

We had a word the other day about Government representation at services.

I enclose a copy of a letter to Mr. Eadie's Private Office, which explains itself, about the Memorial Service next week for Sir Ronald Edwards. I am also working out a piece of paper on this subject generally, and will send you a copy for comment when it is ready.

Lord Goronwy-Roberts is representing the Government at Sir Val Duncan's Memorial Service on 11 March.

C. V. PETERSON

C.J.S. Brearley, Esq.,
Cabinet Office

C. C. Brewster,
Cabinet Office

Copy on Deaths file.

8 March 1976

The Prime Minister is grateful to Mr. Eadie for undertaking to represent the Government at the Memorial Service for the late Sir Ronald Edwards.

It was announced in the Press that the Service will be held at St. Martin-in-the-Fields, Trafalgar Square, on 17 March, at noon. You may wish to let the Vicar of St. Martin's (the Reverend Prebendary Austen Williams) know that Mr. Eadie will be attending, so that a seat is reserved for him. (Prebendary Williams's address is 5 St. Martin's Place, London WC2N 4JJ and the telephone number is 930 1862).

I would be grateful if you would be responsible for ensuring that Government representation at this Service is notified to the Press. Sometimes the church concerned will look after this, but you will need to check this.

C. V. PETERSON

J.W. Thompson, Esq.,
Department of Energy



PRIME MINISTER

Mr Wood Comments below PW 9/3

Mr Wainwright 9/3

Mr Stone 1 year - also
your Mr. Wood points

KK5

12/11

I have been anxious to
clarify our 'drill' for
representation as memorial
services. Have you any
comments, please, on the
attached?

CVP
... 8/3.

MR. PETERSON

I agree it would be a good idea to clarify responsibilities here: it is very much an ad hoc business at the moment.

The vital point is to pin responsibility for action within No. 10 on one person; I ~~will~~^{would} be perfectly content that it should be you.

Similarly, I think that some one within No. 10 should be given the responsibility for giving the Prime Minister draft letters of condolence or sending them on his behalf. The draft as it stands implies that only individual Departments send letters of condolence, which is not the case. It would be sensible ~~for~~^{that} the person who is responsible for arranging representation at funerals should also have responsibility for letters of condolence.

It might be wise to specify that the Political Office will be involved in considering arrangements for representation of the Prime Minister at a service for a leading member of his Party.

Pw.

8 March 1976

Mr. Peterson:

Should we also add in paragraph 5 that where the Prime Minister is being represented personally that it will be for No. 10 to inform the church concerned and our own Press Office?

A very minor point which might avoid some confusion. Could the numbering in the first paragraph be altered to, for instance, (a) and (b)?

Louise

4.3.76.

DRAFT

Lovisa.
Any thoughts for
improving this?
CP.

Government Representation at Memorial Services,
Letters of Condolence, etcetera

This note sets out the arrangements for dealing with Government representation at funerals and memorial services, and letters of condolence. The note does not cover:-

- a) Arrangements for funerals of members of the Royal Family and former Prime Ministers, which are covered under separate arrangements.
 - b) Arrangements for Government representation at funerals etc. of foreign Heads of State or Government, which are the responsibility of the Foreign and Commonwealth Office.
2. Arrangements are needed to cover the following situations:-
- i) Government representation at the ^{funeral/} memorial service of someone who has given outstanding public service.
 - ii) Representation of the Prime Minister personally at a similar service.
 - iii) Representation of the Prime Minister at a service for ~~some~~ a leading member of the Prime Minister's **political** party.
 - iv) Representation of the Prime Minister on personal grounds. ~~at the service of a personal acquaintance.~~ ^{for}
3. No. 10 Downing Street will be responsible for initiating action under all these headings. On occasions covered under (i) above No. 10 will consult the Cabinet Office (Private Secretary to the Secretary of the Cabinet) and, where this can be identified, the Private Secretary of the Minister most directly concerned.
- (Example: the late Sir Ronald Edwards gave a great deal of public service, most notably as Chairman of the Electricity Council so, in that case, the Department of Energy is appropriate.)

4. Within 10, Downing Street, action will be initiated by
[the Secretary for Appointments].

5. When representation has been agreed, it should be notified to
the Church where the service is taking place. The Department
providing the representative will be responsible, through its press
office in liaison with the Church as necessary, for notifying the
Press of the Government representation at the service.

Letter of condolence

6. It is for individual Departments to advise their Ministers
to send
their a letter of condolence.

DEATHS OF PROMINENT PERSONS: 1964-1. ROYALTY

<u>NAME</u>	<u>PM represented (or attended) (Funeral or Memorial Service</u>	<u>Date (of death)</u>
Queen Louise of Sweden	Yes	7. 3.65
The Princess Royal	Yes	28. 3.65
Amir of Kuwait	No	24.11.65
Queen Elizabeth of the Belgians	Yes	Dec.1965
H.R.H. Princess Marina	Yes	27. 8.68
Princess Andrew of Greece	No	5.12.69
Frederick IX of Denmark	Yes	14. 1.72
King Mahendra of Nepal	No	31. 1.72
H.R.H. Duke of Windsor	Yes	28. 5.72
H.R.H. Prince William of Gloucester	Yes	28. 8.72
King Gustav of Sweden	Yes	15. 9.73
Duke of Norfolk	Yes	31. 1.75
King Faisal of Saudi Arabia	Yes	24. 3.75
Emperor Haile Selassie of Ethiopia	Yes	27. 8.75
H.R.H. Princess Nezha of Morocco	No	2. 9.77
Prince Dlamini of Swaziland	No	28. 4.78
King Pertuan of Malaysia	No	29. 3.79
Lord Mountbatten	YES	27. 8.79

2. HEADS (and Former Heads) of FOREIGN STATES

<u>NAME</u>	<u>DESIGNATION</u>	<u>PM REPRESENTED</u> (or attended)	<u>DATE</u>
Khwaja Nazimuddin	Ex-PM of Pakistan	NO	22.10.64
Dr. Adolf Schaerf	President of Austria	NO	28. 2.65
Lal Bahadur Shastri	PM of India	YES	10. 1.66
Dr. Rene Schick	President of Nicaragua	NO	3. 8.66
Paul Reynard	Ex-PM of France	NO	20. 9.66
Sir Donald Sangster	PM of Jamaica	YES	11. 4.67
Lord Bruce of Melbourne	Ex-PM of Australia	YES	25. 8.67
Shigeru Yoshida	Ex-PM of Japan	NO	20.10.67
Harold Holt	Ex-PM of Australia	YES	17.12.67
Sir Walter Nash	Ex-PM of New Zealand	NO	4. 6.68
Levi Eshkol	PM of Israel	NO	26. 2.69
Dwight Eisenhower	Ex-President of USA	YES	28. 3.69
Zahir Husain	President of India	YES	3. 5. 69
Norman Manley	Ex-PM of Jamaica	NO	2. 9.68
President Shermarke	President of Somalia	NO	15.10.69
Marshall Voroshilov	Ex-President of USSR	NO	Dec. 1969
B. Benediktsson	PM of Iceland	NO	9. 7.70
Dr. A. Salazar	Ex-PM of Portugal	YES	27. 7.70
Gamal Abdul Nasser	President of Egypt	YES	28. 9.70
Gen. C. de Gaulle	Ex-President of France	YES	10.11.70
Yusaf Ishak	President of Singapore	NO	23.11.70
Francois Duvalier	President Haiti	NO	22. 4.71
Herr Luebke	Ex-Federal Chancellor	NO	6. 4.72
Harry S. Truman	Ex-President USA	YES	26.12.72
Lester Pearson	Ex-PM of Canada	YES	28.12.72
Lyndon B. Johnson	Ex-President USA	YES	22. 1.73
David Ben Gurion	Ex-PM of Israel	NO	1.12.73
Carrero Blanco	PM of Spain	NO	20.12.73
Ismet Inonu	Ex-President Turkey	YES	25.12.73
Georges Pompidou	President of France	YES	2. 4.74
Dr. Franz Jonas	President of Austria	NO	23. 4.74
Ayub Khan	Ex-President of Pakistan	NO	20. 4.74
Norman Kirk	PM of New Zealand	YES	1. 9.74
Erskine Childers	President of Eire	YES	17.11.74
Mr. E. Sato	Ex-PM of Japan	NO	2.6.75
Mr. de Valera	President of Eire	YES	29. 8.75
General Franco	Head of State of Spain	YES	20.11.75

<u>NAME</u>	<u>DESIGNATION</u>	<u>PM REPRESENTED</u> (or attended)	<u>DATE</u>
J.A. Costello	Ex-Taoiseach	NO	5. 1.76
Chou En-lai	PM of China	YES	8. 1.76
Tun Razak	PM of Malaysia	YES	14. 1.76
Gustav Heinemann	Ex-President of FRG	NO	7. 7.76
Chairman Mao Tse-tung	Premier of People's Republic of China	NO	9. 9.76
President Ahmed	President of India	YES	13. 2.77
Quadi Abdullah al Higri	Ex-PM of YAR	NO	10. 4.77
Chancellor Erhard	Ex-Chancellor FRG	YES	5. 5.77
Archbishop Makarios	President of Cyprus Republic	YES	3. 8.77
Sir Alexander Bustamante	Ex-PM of Jamaica	YES	6. 8.77
Mr. O'Dalaigh	President of Eire	NO	21. 3.78
Amir Alam	Ex-PM Iran	NO	14. 4.78
<i>Ado Moro</i> Sir R. Menzies	<i>Ex-PM Italy</i> Ex-PM Australia	<i>YES</i> YES	<i>18. 4.78</i> 15. 5.78
J.O. Krag	Ex-PM of Denmark	NO	June 1978
F. Mendes	PM of Guinea-Bissau	NO	7. 7.78
Dr. N. Diederichs	South African State President	NO	21. 8.78
President Kenyatta	President of Kenya	YES	22. 8.78
President Boumedienne	President of Algeria	YES	? 12.78
Mrs Golda Meir	Ex-PM of Israel	YES	? 12.78
Paul Southwell	Premier of St Kitts - Nevis Anguilla	NO	18. 5. 79
Lt Col Ahmed Ould Bousseif	Prime Minister of Mauritania	NO	27. 5. 79
John Diefenbaker	Ex-PM of Canada	YES	? August 1979
President Neto	President of Angola	NO	11. 9. 79

3. CABINET MINISTERS AND MINISTERS (inc. former)

<u>NAME</u>	<u>DESIGNATION</u>	<u>PM REPRESENTED</u> (or attended)	<u>DATE</u>
Arthur Creech Jones)		YES	23.10.64
Lord Mackintosh)		YES	Dec. 1964
Lord Monckton)	Ex-Cabinet Ministers	YES	Dec. 1964
Lord Woolton)		YES	Dec. 1964
Earl Alexander	Ex-Minister	YES	11. 1.65
Lord Morrison	Ex-Cabinet Minister	YES	6. 3.65
Sir W. Churchill	Ex- Prime Minister	YES	24. 1.65
Lord Chuter Ede	Ex-Cabinet Minister	YES	Jan. 1966
Lord Williams	Ex-Minister	YES	April 1967
Lord Kilmuir	Ex-Cabinet Minister	YES	Jan. 1967
Lord Tenby	Ex-Cabinet Minister	YES	14. 2.67
Lord Attlee	Ex-Prime Minister	YES	8.10.67
Lord Runcorn	Ex-Minister	NO	Jan. 1968
Ian MacLeod	Chancellor/Exchequer	YES	20. 7.70
Lord Davidson	Ex-Minister	YES	11.12.70
Lord Simmonds	Ex-Lord Chancellor	YES	28. 6.71
Lord Chandos	Ex-Cabinet Minister	YES	21. 1.72
Marquess of Salisbury	Ex-Cabinet Minister	YES	23. 2.72
Lord Swinton	Ex-Cabinet Minister	YES	28. 7.72
Richard Crossman	Ex-Cabinet Minister	YES	5. 4.74
Brian O'Malley	Minister	YES	6. 4. 76
Lord Ogmore	Ex-Minister	NO	30. 8.76
Lord Avon	Ex-Prime Minister	YES	14. 1.77
Antony Crosland	Cabinet Minister	YES	19. 2.77
Ray Gunter	Ex-Minister	YES	12. 4.77
Bruce McKenzie	Kenyan businessman and former Minister	YES	24. 5.78
Sir Dingle Foot	Barrister, Ex-Minister	YES	18. 6.78
Joe Harper	Gov. Whip and Lab. MP	YES	24. 6.78
Lord Stowe Hill	Ex-Cabinet Minister	NO	1. 1.79
Reginald Maudling	Ex-Cabinet Minister	YES	15. 2.79
John Davies	Ex - Cabinet Minister	YES	July 1979

<u>NAME</u>	<u>DESIGNATION</u>	<u>PM REPRESENTED</u> (or attended)	<u>DATE</u>
Hon. James E. Greene	Vice-President Liberia	NO	21. 7.77
Mrs Millie Miller	Member of Parliament	YES	29.10.77
David Bruce	Ex-US Ambassador to UK	YES	(Jan 1978?)
Baroness Spencer-Churchill	Widow of Sir Winston Churchill	YES	12.12.77
Senator Hubert Humphrey	Former Vice-President of USA	YES	13. 1.78
Lord Peddie	British Co-op Movement	YES	13. 4.78
Lady Hailsham	Wife of Conservative Peer	NO	10. 5.78
Lord Selwyn Lloyd	Ex-Speaker, H/C	YES	17. 5.78
John Mackintosh	Member of Parliament	YES	31. 7.78
Martin McCaren G. Lawson	Ex-MP for Motherwell	NO	July 1978
Pope Paul VI	Pope	YES	Aug. 1978
Pope John Paul I	Pope	YES	27. 9.78
Brigadier Paul Ward	Brigadier	YES	? .12.78
Lord Helsby	Ex-Head Civil Service	YES	5.12.78
Sir Milo Butler	Governor-Gen. Bahamas	NO	22. 1.79
Nelson Rockefeller	Ex-US Vice-President	YES	26. 1.79
Edward Kardelj	Special Advisor to President Tito	NO	10. 2.79
Per Haerkkup	Danish Minister	NO	13. 3.79
Jean Monnet	Senior French Statesman	YES	16. 3.79
Sir Richard Sykes	British Ambassador to Netherlands	YES	22. 3.79
Ugo La Malfa	Deputy Premier of Italy	NO	26. 3.79
Airey Neave Martin McCaren	Shadow Cabinet Minister	YES YES YES	30. 3.79 July 79? 9. 9.79
Archbishop Athenagoras	Greek Orthodox Patriarch	YES	9. 9.79
Lord Atta of Kilmahew	Ex-Governor of Harare School	YES	April 1979
Lord Rose	Chairman of the Standing Commission on Museums & Galleries	NO	3. 7. 79
G. Woodcock	Gen. Sec TUC.	YES	Oct 79?
J.P. NARAYAN.	Politician.	NO.	Oct 79?
RT Hon. Major-General Maphahla Dlamini	PM of Swaziland.	NO.	24.10.79.
Mme De Gaulle.	Hansenje.	NO.	8. 11. 79

4. PROMINENT PERSONS (not covered in 1-3)

<u>NAME</u>	<u>DESIGNATION</u>	<u>PM REPRESENTED</u> (or attended)	<u>DATE</u>
Sir F. Metcalf	Ex-Clerk of the House	YES	July 1965
Sir H. Hylton-Foster	Speaker of the House	YES	2. 9.65
Lord Normanbrook	Ex-Secretary of Cabinet	YES	15. 6.67
Trygve Lie	Ex-Secretary Gen. of UN	YES	Jan. 1969
Lord Bridges	Former Head of Home Civil Service and Sec. to Cabinet	YES	27. 8.69
Charles Curran	Member of Parliament	YES	Oct. 1969
Sir. L. Williams	Governor-Gen. Mauritius	NO	27.12.72
Sir Richard Sharples	Governor-Gen. Bermuda		July 1973
Gerald Nabarro	Member of Parliament	YES	20.11.73
Sir Thomas Blackburn	Beaverbrook Newspapers	YES	April 1974
Christopher Pepys	Bishop of Buckingham	YES	4. 4.74
Jim Conway	Union Leader	YES	April 1974
Duke Ellington	Musician	YES	June 1974
Sir Harry Brittain	Newspaper/Publishing	YES	July 1974
U Thant	Ex-Secretary Gen. of UN	YES	25.11.74
Bill Hamling	Member of Parliament	YES	March 1975
Lord Plunkett	Master of Royal Household	YES	28. 5.75
Cardinal Heenan	Archbishop of Westminster	YES	7.11.75
Maurice Edelman	Member of Parliament	YES	14.12.75
Viscount Montgomery	Outstanding Military Leader	YES	24. 3.76
H. Delargy	Member of Parliament	YES	4. 5.76
Christopher Ewart- Biggs	Ambassador to Eire)) YES	July 1976
Miss Janet Cook	Secretary to Ambassador)		
Lord Feather	Ex-General Sec. TUC	YES	28. 7.76
Sir Winston Scott	Governor Gen. Barbados	NO	9. 8.76
Antony Elliott	Ambassador to Israel	NO	28. 8.76
Benjamin Britten	Musician	NO	Jan. 1977
Sir Andrew Humphreys	Chief of Defence Staff	YES	24. 1.77
Brian Faulkner	Ex-PM of N.Ireland Executive	YES	3. 3.77
Lord Radcliffe	Barrister, Lord of Appeal in Ordinary	YES	1. 4.77
Cardinal Conway	Primate of All Ireland	YES	17. 4.77
Sir D. McGarvey	Trade Union Leader	YES	26. 4.77
Lord Slater	Assistant Postmaster- General	NO	27. 4.77

• Lot papers concerned with the assassination
of President Tolbert of Liberia see
Liberia April 1980 : Internal

NAME.	DESIGNATION	PM Represented or attended	DATE
Sir Charles Curran	Director-General of the BBC	YES	9.1.80.
George Meany	US Labour Leader.	NO.	10.1.80.
Yigal Allon	Member of Israel's Knesset	NO.	29.2.80.
Sir Roland Symonette.	Former Premier of Bahamas	NO.	March 80.
Sir John Methven,	Director General of the CBI.	YES.	April 80.
Baroness Ward of North Tyneside;	MP	Yes/Rep.	April 80.
Mr Masayoshi Ohita.	PM. Japan.	Yes.	12-6-80
Sharij Abdul Hamid Sharij	Jordanian PM.	No.	2-7-80.
Shah of Iran.		NO.	July 1480.
President Sir Seretse Khama.	Pres. of Botswana.	PM.	July 1480.
Lord Armstrong of Sandetstead,	Civil Servant; Chairman of Midland Bank.	PM.	12 July 1480.
Tito.	Pres. of the Socialist Federal Republic of Yugoslavia	PM	4 May 1480.
Princess Alice.	Doctors of Athens		6.1.81 6.1.80
Mr Kosygin	PM of Soviet Union		19.2.80
Sir Albert Margai	PM of Sierra Leone		23.12.80
H.H. Sayyid Tariq	former Prime Minister of Oman		28.12.80
Mr Gonderach	EEC Commissioner		13.1.81

Name

Lord Amory		21.1.81
Sir Norman Stange		23.1.81
Mr Frank McGuire		5.3.81
Admiral of the Fleet Lord Fraser		2.3.81
Field Marshall Sir Claude Auchinleck	Yes	24.3.81
Dr Eric Williams	PM Trinidad & Tobago	24.5.81
Lord Barnettson	Chairman and Managing Director - United Newspapers Ltd	March 81
Sir Maurice Oldfield		April 81
President Roldos	President of Ecuador	25.5.81
President Ziaur Rahman	President of Bangladesh	30.5.81
Cardinal Wyszynski	Primate of Poland	28.5.81
Lame Margery CORBETT ASHBY		June 81
✓ Lord Widgery	former Lord Chief Justice	26.7.81
✓ Stefan Doronjski	President of Yugoslav Federal Presidency	13.8.81
✓ Shaikh Rashid of Ajman		6.9.81
Mr David Crawford	UK Ambassador to Bahrain	6.9.81
✓ Lord Boyle		29.9.81
→ President Sadat	of Egypt	6.10.81
→ Don Romulo Campins	Ex-President of Venezuela	28.9.81
Lady Hartwell	Treasurer of British Museum.	7.1.82
Dr Alfred Spinks	Chairman of A.C.A.R.D.	11.2.82
Rt. Hon. Lord Birtles	former Chan. Exch.	9.3.82
Algerian Foreign Minister Benyahia		3.5.82
King Sobhuza of Swaziland		Yes/Rep 21.8.82
Bashir Gemayel, President Elect of Lebanon		15.9.82
Princess Grace of Monaco		No. 15.9.82
His Highness Sayyid Abbas bin Faisal of Oman		10.82
* Lord Redcliffe Maud		Yes/Rep 20.11.82
Lady Ramsbotham		2.12.82
Dr. Bakare, Vice President of Yugoslavia		Yes/Rep 16.1.83

NAME	PM requested or attended	DATE
Viscount Boyd of Merton	Yes	8.3.83
* President Brezhnev of USSR	Yes / Rep	10.11.82
Hiao Chengzhi member of Chinese Politburo		10.6.83
Tupua-Tamasese heafofi IV Rep head of Western Samoa		10.7.83

This list is now continued on the front flap of file Deaths: Sept 83: Death of Prominent People.



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