

PREM 19/3010

Confidential Filing.

Departmental summaries of
Political Events.

GOVERNMENT

MACHINERY.

January 1987.

Referred to	Date	Referred to	Date	Referred to	Date	Referred to	Date
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30.7.87							
23.12.87							
14.3.88							

PREM 19/3010



MINISTRY OF DEFENCE
MAIN BUILDING WHITEHALL LONDON SW1A 2HB
Telephone 01-218 2111/3

MO 25/3/14S

9th March 1990

Dear Andrew,

FORTHCOMING POLITICAL EVENTS AND ISSUES

Thank you for your letter of 7th March. It was most helpful to have an example of the kind of information you are looking for from the weekly return and I have expanded ours accordingly. (I attach a copy of the return for this week).

Please let me know if you think there is anything else we could usefully include, or if additional detail on any points would have been helpful.

Yours sincerely
I M Woodman

(I M WOODMAN)
Private Secretary

Andrew Turnbull Esq
No 10 Downing Street

DF 9



MINISTRY OF DEFENCE
MAIN BUILDING WHITEHALL LONDON SW1A 2HB
Telephone 01-218 2111/3

MO 25/3/14S

Str March 1990

Dear Caroline,

MINISTRY OF DEFENCE SUMMARY OF POLITICAL EVENTS AND ISSUES
12th - 25th MARCH

MINISTERIAL ENGAGEMENTS

Monday 12th - Wednesday 14th March

Defence Secretary visits Saudi Arabia
Visit of Dr Skoggan (Norwegian State Secretary for Defence)

Friday 16th March

Defence Secretary visits Vickers in Leeds

Saturday 17th March - Tuesday 27th March

Mr Hamilton visits the Far East
(Malaysia, Indonesia, Hong Kong)

Monday 19th March

Defence Secretary hosts visit by Sr Martinazzoli, Italian
Defence Minister

HCDC receive briefing on "the threat" (Defence Implications of
events in Eastern Europe)

Wednesday 21st March - Tuesday 27th March

Lord Arran visits Kenya

Wednesday 21st March

Mr Clark visits Hunting Engineering
HCDC take oral evidence on Trident

Caroline Slocock
10 Downing Street



Friday 23rd March

Defence Secretary attends Annual Field Army Study Day, Wilton

POLITICAL ISSUES LIKELY TO ARISE

Interest in the defence implications of the changes in Eastern Europe and Germany will continue to run high.

The Secretary of State's visit to Saudi Arabia may lead to media comment on the Al Yamamah project.

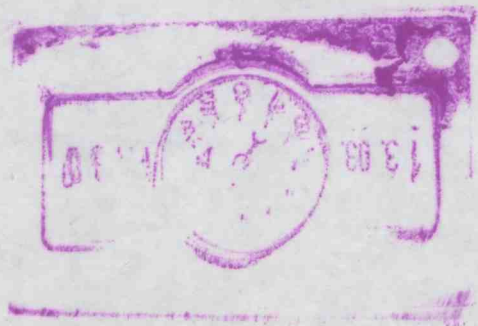
The Secretary of State's visit to Vickers (16th) may reawaken interest in the Challenger II project and its future.

The visit of Sr Martinazzoli may reawaken interest in progress on EFA.

Yours sincerely
I M Woodman

(I M WOODMAN)
Private Secretary

Exp. T. MACH: Summary
of the Events
Jan 87





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10 DOWNING STREET

LONDON SW1A 2AA

From the Principal Private Secretary

7 March 1990

FORTHCOMING POLITICAL EVENTS AND ISSUES

You have been providing a weekly return to No. 10 on forthcoming political events and issues. Our Press Office use this information to prepare a report for the Prime Minister drawing together a complete picture of political events. This enables her to identify any gaps or inconsistencies in the Government's presentation. We have noted that, by comparison with other departments, the Scottish Office return is pretty perfunctory, as you will see from the attached example. It did not, for instance, give any advance warning of the Motorola announcement. I enclose a copy of the Department of Transport's return which shows how, without creating a voluminous document, the essential points can be got across. Please could you try to model future returns on this, and make sure that the activities of junior Ministers as well as the Secretary of State are covered.

ANDREW TURNBULL

Len Wright, Esq.,
Scottish Office



CCCF

✓

SCOTTISH OFFICE
WHITEHALL, LONDON SW1A 2AU

11 MARCH 1990

Andrew Turnbull Esq
Private Secretary
10 Downing Street
LONDON
SW1A 0AA

1, March 1990

Dear Andrew.

FORTHCOMING POLITICAL EVENTS AND ISSUES

Thursday - Saturday 8-10 March

Prime Minister's visit to Scotland.

As far as this office is concerned at this point in time there are no other major issues or events taking place next week.

*Yours sincerely,
Len Wright*

LEN WRIGHT
Private Secretary



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10 DOWNING STREET

LONDON SW1A 2AA

From the Principal Private Secretary

7 March 1990

FORTHCOMING POLITICAL EVENTS AND ISSUES

You have been providing No. 10 with a weekly return of forthcoming political events and issues. Our Press Office use this to prepare a report for the Prime Minister which draws together a picture of political events over a wide front. This enables her to identify any gaps or inconsistencies in the presentation of the Government's policies. By comparison with other departments, the Ministry of Defence return is rather scant. I enclose a copy of the return from the Department of Transport which shows how, without creating a voluminous document, it is possible to provide the necessary information. Could future MoD returns be modelled on it. Could they also cover the activities of junior Ministers as well as the Secretary of State. I would be grateful also, if you could ensure that the returns arrive by close of play on Thursday evening each week.

ANDREW TURNBULL

Ian Woodman, Esq.,
Ministry of Defence

COVERING RESTRICTED



10 DOWNING STREET
LONDON SW1A 2AA

From the Principal Private Secretary

18 March 1988

Dear Alex,

WEEKLY RETURNS OF POLITICALLY SENSITIVE EVENTS

As I mentioned to Moira Wallace today, all Departments with the exception of the Treasury provide No. 10 with a list of politically sensitive events for the period immediately ahead (some two weeks). These lists normally arrive here each week on Thursday afternoon, and certainly no later than 1000 on Friday so that they can be considered at an internal meeting prior to being submitted in a consolidated form to the Prime Minister at the weekend. I recall that we agreed that the Treasury need not send such a list to the No. 10 Private Office because similar material was provided by IDT to the No. 10 Press Office. It now transpires that the No. 10 Press Office have not been receiving this information for some time. I therefore suggest that the Treasury should join other Departments in sending us a list with the required information each week on the basis of the timetable above. As a guide to the sort of return that we are looking for, I enclose a copy of the Department of Transport's latest return.

Add Hmt to list

Could I suggest that you should provide the first return under this new system beginning next Thursday 24 March.

Nigel Wicks

N.L. WICKS

Alex Allan, Esq.,
HM Treasury.

COVERING RESTRICTED

JA

File *vc*
bc B1

CCCF



DEPARTMENT OF TRANSPORT
2 MARSHAM STREET LONDON SW1P 3EB

My ref:

Your ref:

Nigel Wicks Esq CBE
Private Secretary
10 Downing Street
LONDON SW1

17 MAR 1988

Dear Nigel

/ I attach the usual Summary of Political Events and Issues affecting this Department for the forthcoming fortnight.

Yours sincerely
R J Griffins

R J GRIFFINS
Private Secretary

RESTRICTED

DEPARTMENT OF TRANSPORT

SUMMARY OF POLITICAL EVENTS AND ISSUES

19 MARCH - 1 APRIL 1988

MINISTERIAL ENGAGEMENTS

Tuesday 22 March

Mr Bottomley makes the annual announcement of major maintenance programme for the national road network.

Wednesday 23 March

Mr Mitchell chairs Channel Tunnel Joint Consultative Committee and tours support facilities on Isle of Grain.

Friday 25 March

Lord Brabazon visits Dover Harbour Board.
Mr Bottomley addresses Institute of Directors.

Tuesday 29 March

Secretary of State visits Teesside.

Thursday 31 March

Secretary of State collects first British Airways Airbus A320 from Toulouse.

POLITICAL ISSUES LIKELY TO ARISE

Continuing action by sacked P&O seamen at Dover.

Interest in maritime safety and decline of fleet during passage of Merchant Shipping Bill (final stages in Commons before Easter).

Public concern about closure of three HM Coastguard stations; announcement on Monday 21 March.

Possible interest in BR's pay negotiations and industrial action at King's Cross

Continued public interest in London Underground during Formal Investigation into King's Cross fire.

BR plans for sale of Battersea Wharf.

Continued public and media concern about air traffic control over SE England.

Interest in negotiations with US authorities over air traffic rights at Manchester and airport charges at Heathrow.

Secretary of State consults possible private sector sources of finance for road construction.

Dartford-Thurrock Crossing Bill in Lords.

Mid April: publication of North Report on Road Traffic Law, and motorway maintenance package.

Mid-April: possible decision on Settle-Carlisle line.

RESTRICTED

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10 DOWNING STREET

From the Private Secretary

PAYMASTER GENERAL

c. Mr. Harris
Mr Morrison
Miss Wall
Mr Wicks
Mr Ingham
Mr Whittingdale
Mr Hamilton

This is to confirm dates after Easter for the Week Ahead Meeting which will be held at 1000 on the following Mondays:-

11 April
25 April
9 May
16 May
6 June
13 June
4 July
11 July
18 July
25 July

A handwritten signature in cursive script, appearing to read 'Tessa'.

TESSA GAISMAN
17 March 1988



Pa

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

Nigel Wicks Esq CBE
Principal Private Secretary
10 Downing Street
LONDON
SW1A 2AA

16th March 1988

Dear Nigel,

Thank you for your letter of 11 March about the weekly note of politically sensitive events.

I am afraid that there has been some misunderstanding between us. We had been under the impression, and I was certainly told this when I joined private office, that we should only include events with a specific date. I am grateful to you for pointing out that you would like a fuller note and am happy to oblige.

Yours,

Stephen

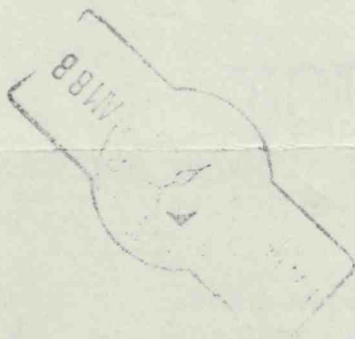
S HADRILL
Principal Private Secretary

GOVT MACH: Political Events,

Jan 8



PROPERTY OF STATE FOR ENERGY
DEPARTMENT OF ENERGY
WASHINGTON, D.C. 20585



MR. WICKS

MR. PERKS

MR. WHITTINGDALE

PUBLICITY MEETING

Those present were the addressees of this minute.

It was agreed that publicity over the last couple of weeks had been mixed but reasonably effective.

There are a substantial number of publicity opportunities over the coming weeks, but it was important to include some lighter engagements if possible. It was, however, noted that it had been increasingly difficult of late to fit them in the diary.

The next publicity meeting is on Monday 28 March.

PA
P. A. BEARPARK

14 March 1988

PMMATT



10 DOWNING STREET

From the Principal Private Secretary

11 March 1988

You might like to see the letters attached which I have sent to the Private Secretaries in the Scottish Office, the Department of Employment and the Department of Energy about their Departments' weekly summary of political events and issues. I have taken the liberty of sending them a copy of your Department's return as an exemplar of what we are seeking. If I might say, it is exactly what we want; and I hope that you can tell the people who prepare it that we are asking other Departments to follow their example.

(N. L. WICKS)

Roy Griffins, Esq.,
Department of Transport.

GA

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Free
JA
Same letters also sent to
Nicholas Wilson (Employment) and
Stephen Hadrill (Energy)

10 DOWNING STREET

LONDON SW1A 2AA

From the Principal Private Secretary

11 March 1988

As you know, your office send us each week a note of forthcoming politically sensitive business and events in your Department's sphere.

Having read this week's return, contained in Margaret Jones' letter of 10 March, I have to say that I find it impossible to believe that the political scene in Scotland is quite as quiet as Margaret's letter suggests! Could I ask that your note in future is made a little fuller? I attach, as an example of what we would like, this week's return from the Department of Transport.

(N. L. WICKS)

David Crawley, Esq.,
Scottish Office.

RESTRICTED



Please note that as from
4 January 1988
my new address will be:
D.H.S.S.
Richmond House
79 Whitehall
London SW1A 2NS
Telephone: 01-210 3000

DEPARTMENT OF HEALTH AND SOCIAL SECURITY

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

Telephone 01-407 5522

From the Parliamentary Under Secretary of State for Health

Nigel Wicks Esq CBE
Principal Private Secretary
10 Downing Street
LONDON
SW1A 5AA

23 December 1987

Dear Nigel

Thank you for your letter of 22 December about the weekly returns on forthcoming events. I regret (or should it be pleased) that we currently expect no politically sensitive matters to arise in our area of responsibility over the next two weeks.

Yours ever

Rod Clark

ROD CLARK
Private Secretary

Sent to all

File

SPW

● Cabinet Ministers
Ministers in
charge of Depts.



BI

10 DOWNING STREET

From the Principal Private Secretary

22 December 1987

Dear Private Secretary,

I am writing to say how useful we find the weekly returns on forthcoming events which you have so faithfully sent to us over the past few months. I want to assure you that these returns are made good use of here and to ask that you should continue to submit them.

I am sending a copy of this letter to the Private Secretaries to all Cabinet Ministers and Ministers in charge of Departments.

Yours sincerely

Nigel Wicks

(N. L. WICKS)

The Private Secretary

GORT MACT
POLITICAL
EVENTS

1/11



RECEIVED
LIBRARY

Sent to all

File

SPW

● Cabinet Ministers
Ministers in
charge of Depts.



BI

10 DOWNING STREET

From the Principal Private Secretary

22 December 1987

Dear Private Secretary,

I am writing to say how useful we find the weekly returns on forthcoming events which you have so faithfully sent to us over the past few months. I want to assure you that these returns are made good use of here and to ask that you should continue to submit them.

I am sending a copy of this letter to the Private Secretaries to all Cabinet Ministers and Ministers in charge of Departments.

Ls Wick

Nigel Wick

(N. L. WICKS)

The Private Secretary



PMMACQ
file

10 DOWNING STREET
LONDON SW1A 2AA

From the Principal Private Secretary

30 July 1987

In my letter of 9 February I asked Departments to let me have by the Thursday of each week a list of politically sensitive matters.

019/ I now write to inform Departments that they do not need to send returns until September. We would expect to receive the next return here by Thursday, 3 September.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, to the Minister for Arts and Libraries and to Sir Robert Armstrong.

N. L. Wicks

Alex Allan, Esq.,
H. M. Treasury

do



10 DOWNING STREET

LONDON SW1A 2AA

From the Principal Private Secretary

File
 cc LCD
 HO
 FCO
 DES
 NIO
 MOD
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 SO

WO
 DTI
 LPO
 DTP.
 CSO
 LPS
 DEMP
 PMGT
 CDL
 CO
 OAL

Denergy JD

29 May, 1987.

Dear Alex,

I wrote to Departments on 9 February asking that they should let us have by the Thursday of each week a list of politically sensitive matters. I now write to say that Departments do not need to send returns until after the Election. That is, the next return should be received here by Thursday, 18 June.

Br//

I am sending a copy of this letter to the Private Secretaries to members of the Cabinet, to the Minister for Arts and Libraries and to Sir Robert Armstrong.

L. Wicks
 Nigel Wicks

N.L. Wicks

Alex Alan, Esq.,
 HM Treasury.

SLW

JB 12/2.
CONFIDENTIAL FILING ✓

cc Mr. Ingham

Mr. Powell

Mr. Norgrove

Mr. Addison

Mr. Bearpark

I want to put a gloss on the arrangements, described in my minute of 9 February, for handling the rolling summaries which the departments are to send us each week.

Please could you check with the Private Secretary concerned before sending the top copy of the letter to Bernard Ingham.

N.L.U.

N L WICKS

11 February 1987

SLH/28

"C" Folder
Some small
changes

CONFIDENTIAL FILING ✓

cc: ~~Chief Whip's Office~~

Mr. Ingham

Mr. Powell

Mr. Norgrove

Mr. Addison

Mr. Bearpark

I have signed

Please see the letter attached in which I asked Departments to provide a rolling summary each Thursday of the political events and issues arising over the following two weeks as they affect their Departments.

I should be grateful if you would set up the following system to deal with the letters:

Please:

- (i) chase hard each Friday morning the Departments ~~who~~ *whod* have not submitted their week's letter. I would not expect the Lord President, the Lord Privy Seal, the Chancellor of the Duchy of Lancaster or the Paymaster General (whose Department's return will no doubt come from his Secretary of State's office) to provide letters on a regular basis, though they may do so if something unusual crops up within their responsibility. So no need to chase them;
- (ii) send the top copy of every letter to Bernard Ingham;
- (iii) send a copy of the returns from the NIO, MOD and FCO to Charles Powell; the return from the Home Office to Andy Bearpark and the rest to David Norgrove. If they see an item in a return for which they have taken responsibility which is of interest to another Private Secretary, please could they let him know;

- (iv) could my Private Secretary colleagues keep in mind Mark Addison's interests and warn him of any matter referred to in a Department's return which is likely to raise Parliamentary interest.

N. L. W.

N. L. Wicks

9 February 1987



10 DOWNING STREET

LONDON SW1A 2AA

From the Principal Private Secretary

9 February 1987

Dear Alex,

The Prime Minister has asked me to have prepared for her for each Monday morning a summary of political events and issues arising over the following two weeks. This would be the basis of an assessment of the presentational problems and opportunities in the period immediately ahead. To this end, the Prime Minister would like Private Offices to send to me by close of play each Thursday a rolling review, in diary form, of all the politically sensitive matters within your Department's ambit which are likely to arise over the following two weeks. I know that Heads of Information send some of this material to the Prime Minister's Chief Press Secretary in the normal course of information coordination and I am anxious that we should not duplicate work unnecessarily. But I think that the material which I have asked for in this letter would be rather more comprehensive than the material already provided.

The Prime Minister has also asked that Ministers should be reminded about the importance of producing for colleagues, the Whip's office and Heads of Information, crisp and robust speaking notes on political matters which concern each Department's responsibilities. Such notes ought to be prepared as a matter of course for each politically sensitive issue. The Prime Minister believes it particularly important to have speaking notes available as soon as, and preferably before, a politically sensitive issue becomes public. Presentational opportunities are missed if the notes are prepared too late.

I am sending a copy of this letter to the Private Secretaries to members of the Cabinet, to the Minister of Arts and Libraries and to Sir Robert Armstrong.

Yours truly
Nigel Wicks

(N. L. WICKS)

Alex Allan, Esq.,
HM Treasury.



SRW

10 DOWNING STREET

LONDON SW1A 2AA

From the Principal Private Secretary

9 February 1987

Dear Alex,

The Prime Minister has asked me to have prepared for her for each Monday morning a summary of political events and issues arising over the following two weeks. This would be the basis of an assessment of the presentational problems and opportunities in the period immediately ahead. To this end, the Prime Minister would like Private Offices to send to me by close of play each Thursday a rolling review, in diary form, of all the politically sensitive matters within your Department's ambit which are likely to arise over the following two weeks. I know that Heads of Information send some of this material to the Prime Minister's Chief Press Secretary in the normal course of information coordination and I am anxious that we should not duplicate work unnecessarily. But I think that the material which I have asked for in this letter would be rather more comprehensive than the material already provided.

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I am sending a copy of this letter to the Private Secretaries to members of the Cabinet, to the Minister of Arts and Libraries and to Sir Robert Armstrong.

*Yours only
Nigel Wicks*

(N. L. WICKS)

Alex Allan, Esq.,
HM Treasury.

DBS

PRIME MINISTER

G.R.

M type

PRESENTATION

N.

You did not think that the speaking note on presentation attached to Bernard's minute below was suitable for delivery in Cabinet. Bernard has therefore suggested, and I agree, that I should write to Private Secretaries about the substance of the note.

If you agree I will write in terms of the draft attached.

N.L.W.

Yes - Hamilton
ml

(N. L. WICKS)

6 February 1987

DRAFT LETTER FOR NIGEL WICKS TO SEND TO ALEX ALLAN, HM
TREASURY

The Prime Minister has asked me to have prepared for her for each Monday morning a summary of political events and issues arising over the following two weeks. This would be the basis of an assessment of the presentational problems and opportunities in the period immediately ahead. To this end, the Prime Minister would like Private Offices to send to me by close of play each Thursday a rolling review, in diary form, of all the politically sensitive matters within your Department's ambit which are likely to arise over the following two weeks. I know that Heads of Information send ~~at~~ least some of this material to the Prime Minister's Chief Press Secretary in the normal course of information coordination and I am anxious that we should not duplicate work unnecessarily. But I think that the material which I have asked for in this letter would be rather more comprehensive than the material already provided.

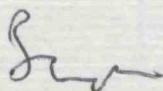
The Prime Minister has also asked that Ministers should be reminded about the importance of producing for colleagues, the Whip's office and Heads of Information, crisp and robust speaking notes on political matters which concern each Department's responsibilities. Such notes ought to be prepared as a matter of course for each politically sensitive issue. The Prime Minister believes it particularly important to have speaking notes available as soon as, and preferably before, a politically sensitive issue becomes public. Presentational opportunities are missed if the notes are prepared too late.

I am sending a copy of this letter to the Private Secretaries to members of the Cabinet, to the Minister of Arts and Libraries and to Sir Robert Armstrong.

MR WICKS

PRESENTATION

I attach a draft note to send to
Principal Private Secretaries, as we
discussed.



BERNARD INGHAM
5 February 1987

DRAFT LETTER FOR PRINCIPAL PRIVATE SECRETARIES

The Prime Minister has asked me to have prepared for her for each Monday morning a summary of the events and issues arising over the following two weeks.

She wants to be able to assess as clearly as possible the issues likely to arise during the period immediately ahead, and the presentational problems and opportunities they present.

I know that your Heads of Information send at least some of this material to the Chief Press Secretary in the normal course of coordination and I am anxious that we should not duplicate work unnecessarily. *But I think that be material*

She would like you to
Private offices to
~~But I think the Prime Minister's needs will be met only if~~
you send to me by close of play each Thursday, a rolling review, in diary form, of all the politically sensitive matters *within your Department's ambit which are* likely to arise over the next two weeks.

this
The Prime Minister has also asked if you will ~~remind~~ your Ministers about the crucial value of a good, crisp speaking note for colleagues, the Whips' Office and Heads of Information. She hopes these will be prepared and circulated automatically for all initiatives and that they will be prepared and distributed quickly whenever sensitive issues otherwise arise.

PRIME MINISTER

PRESENTATION - CABINET

Summing up the Strategy Group's discussion on Monday of the presentation paper, you said you would raise the issues orally in Cabinet tomorrow.

The attached speaking note takes account of the points made in the meeting, notably by the Chancellor (avoid use of the word "defensive") and the Chancellor of the Duchy (about Departments being reluctant to tell No 10 about forthcoming events in the belief - entirely without foundation - that the news would then leak).

BN

BERNARD INGHAM
28 January 1987

Prime Minister

*You did not raise this
at last Cabinet.*

Raise it at this one?

N.G.W.

SPEAKING NOTE FOR CABINET - PRESENTATION

At this stage in the life of the Government - and given our reasonably good standing in public opinion - I think two things are very important:

- first, that we keep the initiative; and
- second, that we are seen to be governing competently and sensibly.

This puts a premium on good presentation. And this requires effective anticipation - which is often nine-tenths of the battle - and sound preparation and organisation wherever possible.

It also requires us to explain our policies and measures at the outset so that we don't put ourselves in the position of having to recover from a bad or standing start. And it is important that we don't allow sores to fester.

We have a number of recent successes to show for just this approach - for example:

-) exploiting the opportunity created by the Leader of the Opposition's contacts with Turnbull in the Australia case - testimony to good organisation
-) NIMROD/AWACS - which shows the dividends paid by anticipation and preparation
-) heating allowances - which underlines the importance of not allowing sores to fester.

I believe however that we still need to improve:

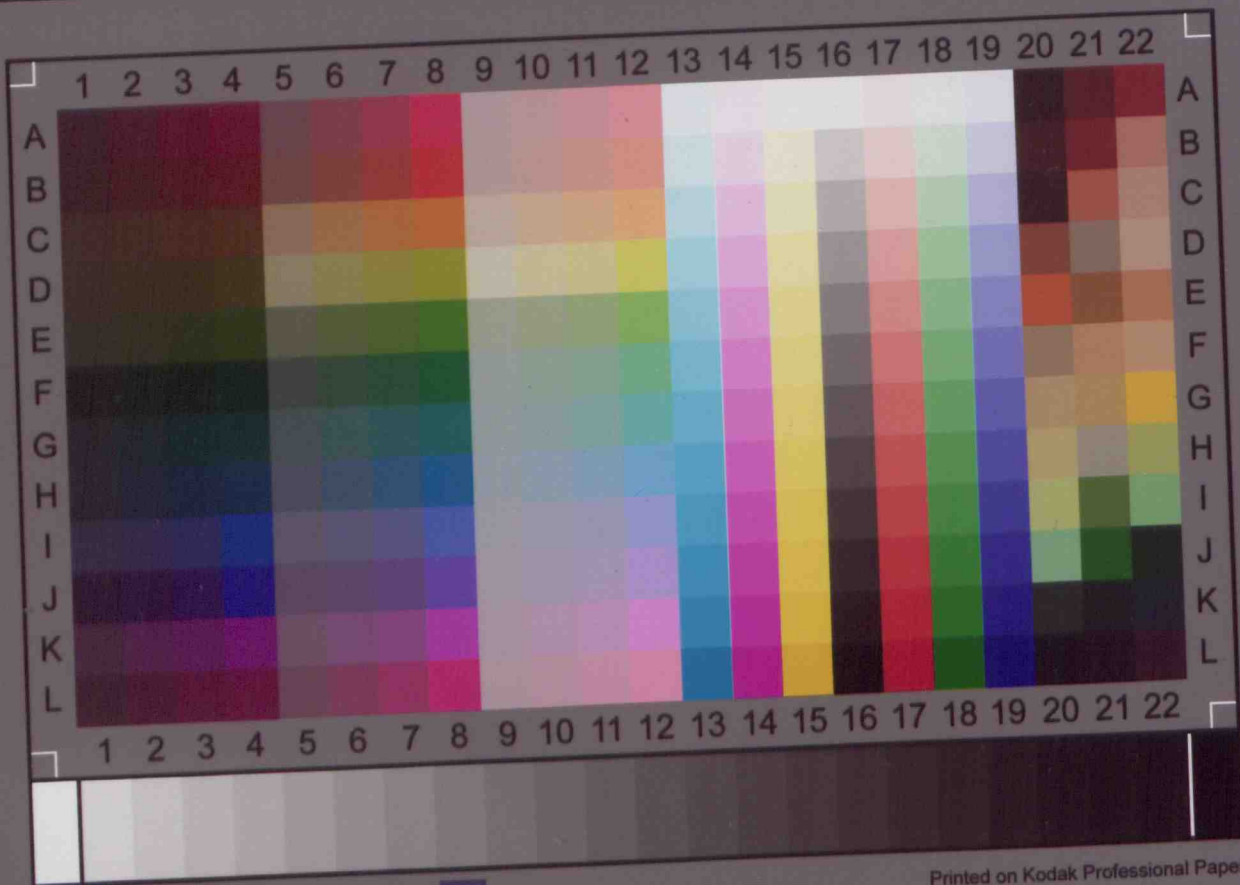
- | our intelligence system; and
- | the systematic way we deal with presentation as an essential part of our operations.

I would therefore like to ask colleagues to send to my office by close of play each Thursday a rolling review, in diary form, of the presentational problems and opportunities for the fortnight ahead. I want to be able to have in presentational terms as clear a view as possible at the beginning of each week of the period immediately ahead.

Could I also ask you, if you do not already do so, to build in to your presentation a speaking note for colleagues, Whips' Office, and press officers? And to encourage your Ministers to put over the Government's case at every opportunity on radio and television, including local radio.

Finally, I intend that we should go on the offensive to get over the facts where we have a good case but are not getting a good press.

I propose to set up a system under which we in No 10 regularly identify a topic for remedial treatment by all of us through the media in the course of, say, a week. I hope you will all help by providing the necessary background briefing when a topic is chosen.



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