

TO ALL PRIVATE SECRETARIES

File

cc Mr. Wolfson
Mr. Ryder ✓
Mr. Gow
Mr. James

The Prime Minister reviewed our working arrangements with Mr. Wolfson and me on Wednesday and decided that some changes should be made forthwith, as follows:

- i. Engagements - The Prime Minister will have a (probably) weekly diary meeting at which she will decide on future engagements. As invitations come in, Caroline Stephens will pass them to the appropriate Private Secretary to get advice from the relevant Cabinet Minister and/or from the Political Office. Mr. Wolfson, Richard Ryder, Caroline Stephens, Ian Gow and I will assemble outstanding invitations and consider them together before we have our discussion with the Prime Minister.

When an engagement is accepted, the normal rule will be that a Private Secretary will accompany the Prime Minister, either the Duty Private Secretary or the Private Secretary with the subject responsibility. There will be certain wholly political engagements where this may not be necessary, but these will be the exception. The Prime Minister will say in respect of each visit, when it is arranged, whom she wishes to accompany her in addition to the Private Secretary.

- ii. Speeches - If the Prime Minister is to make a speech, this should be shown in the diary. Alongside it should be shown the name of the appropriate Private Secretary, either Duty Private Secretary or subject Private Secretary, who will have the responsibility for ensuring that from whatever source is appropriate, the Prime Minister has a draft speech for her box one week before the event. As soon as a

/"speech"

"speech" engagement is accepted, it will be the responsibility of that Private Secretary to consult Mr. Wolfson and/or Mr. Ryder to establish - consulting the Prime Minister as necessary - the kind of speech that is required, the briefing that needs to be commissioned from Departments and who is to take responsibility for drafting the speech itself, either ab initio or using material commissioned from Departments. Thus, the diary entry for a particular occasion might be:

Visit to Computer-Aided Design Laboratory
(Speech: Mr. Lankester)

- iii. Daily appraisal of the Press - Starting on Monday 4 June, when the Prime Minister will have moved into the flat in No. 10, the Prime Minister proposes to have a meeting at 0900 each day/^(or later as necessary)for ten minutes to consider matters of interest and concern arising from Press, Radio and Television reporting. Those present will be the Paymaster General and Derek Howe, Henry James, and the Duty Private Secretary who should, for this meeting be the Private Secretary on duty the previous evening, i.e. it will be the Private Secretary who will have been aware of any untoward events during the previous evening and night. On Tuesdays and Thursdays Mr. Sanders will also attend. The output from this meeting will be either a line of briefing which the Paymaster General or the Press Secretary may take in dealing with the media and/or specific requests for briefing/action which it will be the task of the Duty Private Secretary to follow up. When appropriate, the Private Secretary should record briefly for the information of those not present, and in particular the other Private Secretaries who will be concerned, Mr. Ryder and Mr. Gow, what has been decided or commissioned.

K.R.S.