



10 DOWNING STREET

THE PRIME MINISTER

Personal Minute

No. M1/79T

MINISTERS IN CHARGE OF DEPARTMENTS

THE RAYNER PROJECT

I have discussed with Sir Derek Rayner how he should help us to promote efficiency in, and eliminate waste from, central Government administration.

He recommends, and I agree, that he should now undertake three tasks, as follows:

(a) Mount a public and eye-catching demonstration of how far the citizen, business and industry are overburdened with forms and requests for information: Sir Derek Rayner will be getting in touch with Ministers concerned about this.

(b) Examine the general practices and conventions in Government which are barriers to the effective management of business and resources by Ministers and their officials: Sir Derek Rayner will initiate this under my direction following his meeting with Permanent Secretaries on Wednesday 6 June.

/ (c)

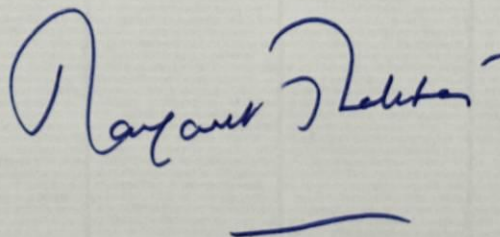
(c) In collaboration with Ministers, examine selected specific activities and functions in particular Departments which may be unnecessary or too costly and wasteful. This examination must question all aspects of the work normally taken for granted.

I should be grateful if, for this third task, Ministers would, first, nominate a Minister of State to direct the work to be done in their Departments and, secondly, in consultation with their Permanent Secretaries, nominate a suitably qualified young official at Principal level to undertake it in consultation with Sir Derek Rayner and under the Minister of State's direction. It may be desirable later to provide technical support for the official concerned and, in certain larger Departments, to add one or two more Principals in due course. The names of designated Ministers and officials should be sent to Sir Derek Rayner at the Cabinet Office by 8 June.

I should also be grateful if, again in consultation with their Permanent Secretaries, Ministers would suggest to Sir Derek Rayner some activities and functions in their areas of responsibility which would be appropriate for this critical examination. The responses by Ministers to the Cabinet decision of 10 May have an obvious connection with this, and I should be grateful if copies of replies due on 7 June could simultaneously be sent to Sir Ian Bancroft and Sir Derek Rayner.

I hope that these departmental studies can begin very early in July and, in most cases, be completed within three months. I envisage that the outcome would in some cases be published as exemplary and that all of them will enable us to draw out and follow up lessons of general application.

I am copying this to Sir Ian Bancroft, Sir John Hunt and Sir Derek Rayner.

A handwritten signature in blue ink, which appears to read "Roy Jenkins". The signature is written in a cursive, flowing style. Below the signature is a horizontal blue line.

4 June 1979