

Handwritten mark
MR BUTLER

Ministerial Appointments

I have combined the various notes on Ministerial appointments which Daphne and I have used in the past, and a copy is attached (but without the sample Submissions and Press Notices). These notes cover the formation of a new Administration but are of course applicable to a re-shuffle, major or minor.

I also attach copies of the Tables of Ministerial Offices, as prepared by Parliamentary Counsel. One copy includes the names of the members of the present Government: one omits names.

There is one possible exercise about which you might like to consult the Prime Minister. If there is no change of Government after an Election it has been the general practice for letters to go from the Principal Private Secretary, immediately after the Election result is known, to members of the Government on the following lines:-

"The Prime Minister has asked me to convey to you, in accordance with precedent, her request that all Ministers should regard their offices as placed at her disposal in order to facilitate a reconstruction of the Government. In the meantime those Ministers who are in charge of Departments should continue to supervise the current work of their Departments."

This exercise does of course depend on how soon the Prime Minister intends to re-shuffle the Government, and certainly may not be necessary as far as members of the Cabinet are concerned.

If the Prime Minister would like this to be done, I will arrange for the letters to be prepared now so that they can be despatched without delay when the time comes. On the other hand, you may like us to type them anyway, and consult the Prime Minister later.

/A further

A further letter can, if need be, subsequently go to the less senior Ministers who are not re-shuffled on the lines of:-

"In accordance with tradition the Prime Minister asked that all Ministerial offices should be placed at her disposal to assist her in the reconstruction of the Administration. I am now writing to say that the Prime Minister will be glad if you will continue in your present office."

Senior Ministers, not changing, will presumably have been seen or telephoned by the Prime Minister.

g.p.

25 May 1983

Home to Geoffrey

→ kid: K.J.

and N. T. Little

→ Charlotte Nye & Lewis

Lenny & Tom King

Francis Py → Speaker

Walter → W.H.

? Kipl.

Patricia Terlin

~~Frank~~

~~George~~

→ Lou Sen

Norman Foster

Daniel Howell

Peter Walker - Trade

F-S.

Cliff Paulson

Len.

Leon Bollman

Ch.

to - Peter Rees

Ag.

Michael Bishop

↑

+ Goddard