

E. R.
MR BUTLER

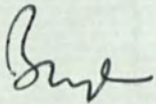
CO-ORDINATION - PROCEDURES

You have agreed to circulate a letter to private secretaries with the objective of tightening up co-ordination within Government.

I attach a draft for that purpose, together with a copy of my original minute suggesting the move.

Could I suggest you circulate your letter on Thursday so that Private Offices and Information Divisions are alive to your request before Parliament re-assembles?

There is every evidence on my front that this kind of initiative is necessary.



B. INGHAM

13 October 1983

DRAFT LETTER FROM MR BUTLER TO PRINCIPAL PRIVATE SECRETARIES

As ~~the~~ Parliament returns from the Recess, I am writing to
~~I am writing to you before the House returns after the Recess~~
~~to seek your co-operation in improving co-ordination within the~~
Government. ask you to ~~remind yourself of the arrangements~~ make sure that
you and other staff in Private Offices, ~~Information Parliamentary Branch and Information~~
Division are aware of the procedures for handling government announcements in paras. 106-111

The procedures which should be followed are set out fully in
Questions of Procedure for Ministers. I would particularly ask
you to ensure that your staffs (and your Information Divisions) are
familiar with Chapter XIII (pages 25-30) and especially paras 106-110
inclusive.

These procedures ~~have not always been followed as closely as~~
~~coordinating the presentation of the Government's policies and of ensuring~~
~~they should be and sometimes we have suffered embarrassment as a~~
~~that announcements make the required impact, receive proper attention.~~
consequence.

~~I am sure Government would benefit from the requirement in~~
~~paragraph 107(a) to complement draft statements or answers with~~
~~background notes which identify the likely points of attack and~~
~~suggest how these can be met with the objective of securing~~
~~positive presentation.~~

~~I also draw your attention to His statement~~
~~in paragraph 107(a) to complement draft statements or answers with~~
~~background notes which identify the likely points of attack and~~
~~suggest how these can be met with the objective of securing~~
~~positive presentation.~~

of Questions of
Procedure for
Ministers
and follow
them closely.

in
accompanying