

10. B.  
MR BUTLER

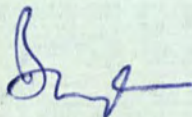
P1. despatch to

Private secretaries of  
Minister in charge of Departments.

FERB 26.10

I am quite content with your reformulation of the letter on co-ordination to Private Secretaries etc, and with the inclusion on paragraph 111 which I had left out since this instruction is observed.

The inclusion of Parliamentary branch is helpful.



B. INGHAM

26 October 1983



SUBJECT



Top  
ce master

10 DOWNING STREET

From the Principal Private Secretary

24 October 1983

Dear Private Secretary,

As Parliament returns from the recess, I am writing to ask you to make sure that you and the other staff in your Private Offices, Parliamentary Branch and Information Division are aware of the procedures for handling Government announcements in paragraphs 106 - 111 of Questions of Procedure for Ministers and follow them closely.

These procedures are an essential part of the arrangements for co-ordinating the presentation of the Government's policies and of ensuring that announcements achieve the required public impact.

I particularly draw your attention to the statement in paragraph 107(a) that draft statements or Parliamentary Answers should be accompanied by background notes which identify the likely points of attack and suggest how these can be met with the object of securing positive presentation.

Yours sincerely,

E. E. R. BUTLER

COPIED TO:-	HO	DTI	Govt. Whips
	LCO	LPO	H/C & H/L
	HMT	DTrans	
	FCO	DHSS	
	DES	CS-HMT	
	NIO	LPS	
	MOD	DEng	
	MAFF	DEmp	
	DEnv	CDL	
	SO	CO	
	WO	LOD	

The Private Secretary

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