



70 WHITEHALL, LONDON SW1A 2AS

01-233 8319

From the Secretary of the Cabinet and Head of the Home Civil Service

Sir Robert Armstrong GCB CVO

Ref.A084/1519

21 May 1984

Dear Sack,

Ministerial Changes

Following Lord Cameron's appointment as Lord Advocate, there are a number of matters arising from changes in Ministerial appointments to which I should draw your attention.

Papers

When Ministers leave or change office, the practice is for them to leave for the use of their successors the copies of any memoranda or minutes of the Cabinet or its Committees that were issued to them. Papers which are no longer in current use should be destroyed. I should be grateful, therefore, if you would;

- (a) confirm that Lord Cameron has taken over the Cabinet and Cabinet Committee documents needed for current administration;
- (b) confirm that Lord Mackay has not taken away any Cabinet or Cabinet Committee papers.

I should also be grateful if you would arrange for the disposal of any Cabinet or Cabinet Committee documents no longer required for current use. May I remind you that the destruction of all secret and top secret documents should be supervised by two individuals, both of whom sign a destruction certificate.

Questions of Procedure for Ministers

On first appointment to the Government, the Secretary of the Cabinet writes to all new Ministers enclosing a copy of Questions of Procedure for Ministers and drawing their attention to the guidance it contains. Some of this advice

/may assume

I A Jack Esq

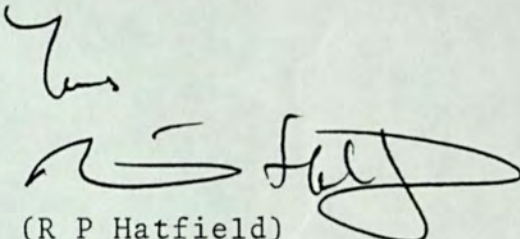
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may assume particular relevance if a Minister subsequently assumes a new appointment or responsibilities, particularly in relation to potential conflicts (whether real or apparent) between his private interests and new Ministerial responsibilities (Section IX). I would draw your attention particularly to the paragraphs in this section relating to membership of Lloyd's (paragraphs 74 to 77).

Ministerial Memoirs

Ministers leaving the Government should also be reminded of the recommendation of the Radcliffe Report on Ministerial Memoirs. For this purpose, I enclose a copy of the Report for you to pass to Lord Mackay.

I am sending a copy of this letter to Robin Butler at No 10, for information.


(R P Hatfield)
Private Secretary

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22 Nov 1984





Mr. Fletcher
Pl. deal with x/.

DEPARTMENT OF TRANSPORT ^{FERB}
2 MARSHAM STREET LONDON SW1P 3EB 1.11

01-212 3434

R P Hatfield Esq
Private Secretary to
Sir Robert Armstrong GCB, CVO
Secretary of the Cabinet
Cabinet Office
70 Whitehall
LONDON SW1A 2AS

CF

to Ato

31 October 1983

Dear Richard,

MINISTERIAL CHANGES

Thank you for your letter of 18 October. I can give the confirmation you requested that my new Secretary of State has taken over the Cabinet and Cabinet Committee documents needed for current administration, and that any such documents no longer required have been disposed of.

x | Angela Rumbold MP is the Secretary of State's Parliamentary Private Secretary. She was his PPS when he was at the Treasury, but I regret to say I have not so far informed No 10 of her reappointment. Perhaps Robin Butler, to whom I am copying this letter, could note the reappointment now. I am also sending a copy to Murdo Maclean in the Chief Whip's office.

Yours,

Dinah

DINAH NICHOLS
Private Secretary

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70 WHITEHALL, LONDON SW1A 2AS

01-233 8319

From the Secretary of the Cabinet and Head of the Home Civil Service

Sir Robert Armstrong GCB CVO

Ref. A083/2923

18 October 1983

Ministerial Changes

There are a number of matters arising from changes in Ministerial appointments to which I should draw your attention.

Papers

When Ministers leave or change office, the practice is for them to leave for the use of their successors the copies of any memoranda or minutes of the Cabinet or its Committees that were issued to them. Papers which are no longer in current use should be destroyed. I should be grateful, therefore, if you would:

- (a) confirm that your new Minister has taken over the Cabinet and Cabinet Committee documents needed for current administration;
- (b) confirm that Mr Parkinson has not taken away any Cabinet or Cabinet Committee papers.

I should also be grateful if you would arrange for the disposal of any Cabinet or Cabinet Committee documents no longer required for current use. May I remind you that the destruction of all secret and top secret documents should be supervised by two individuals, both of whom sign a destruction certificate.

Parliamentary Private Secretaries

I should also remind you of procedures for the appointment of Parliamentary Private Secretaries in case your new Minister wishes to appoint a new Parliamentary Private Secretary. The Chief Whip should be consulted about all such appointments and, in view of the special position which Parliamentary Private Secretaries occupy in relation to the Government, the approval of the Prime Minister should also be sought before any such appointment is offered and announced.

/It

M C McCarthy Esq

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It is not necessary to seek the Prime Minister's approval when a Minister wishes to reappoint a Parliamentary Private Secretary on a change of office but No 10 should be informed of such reappointments. I would also draw your attention to guidance concerning Parliamentary Private Secretaries in Questions of Procedure for Ministers (paragraphs 37-40).

Ministerial Memoirs

Ministers leaving the Government should also be reminded of the recommendations of the Radcliffe Report on Ministerial Memoirs. For this purpose, I enclose a copy of the Report for you to pass to Mr Parkinson.

I am sending a copy of this letter to Robin Butler at No 10 for information.

R. HATFIELD

(R P Hatfield)
Private Secretary

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70 WHITEHALL, LONDON SW1A 2AS

01-233 8319

From the Secretary of the Cabinet and Head of the Home Civil Service

Sir Robert Armstrong GCB CVO

Ref. A083/2924

18 October 1983

Ministerial Changes

There are a number of matters arising from changes in Ministerial appointments to which I should draw your attention.

Papers

When Ministers leave or change office, the practice is for them to leave for the use of their successors the copies of any memoranda or minutes of the Cabinet or its Committees that were issued to them. Papers which are no longer in current use should be destroyed. I should be grateful therefore if you would confirm that your new Minister has taken over the Cabinet and Cabinet Committee documents needed for current administration. I should also be grateful if you would arrange for the disposal of any Cabinet or Cabinet Committee documents no longer required for current use. May I remind you that the destruction of all secret and top secret documents should be supervised by two individuals, both of whom sign a destruction certificate.

Parliamentary Private Secretaries

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/reappoint

J B Shaw Esq

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reappoint a Parliamentary Private Secretary on a change of office but No 10 should be informed of such reappointments. I would also draw your attention to guidance concerning Parliamentary Private Secretaries in Questions in Procedure for Ministers (paragraphs 37-40).

I am sending a copy of this letter to Robin Butler at No 10, for information.

R. HATFIELD

(R P Hatfield)
Private Secretary

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70 WHITEHALL, LONDON SW1A 2AS

01-233 8319

From the Secretary of the Cabinet and Head of the Home Civil Service

Sir Robert Armstrong GCB CVO

Ref.A083/2925

18 October 1983

Ministerial Changes

There are a number of matters arising from changes in Ministerial appointments to which I should draw your attention.

Papers

When Ministers leave or change office, the practice is for them to leave for the use of their successors the copies of any memoranda or minutes of the Cabinet or its Committees that were issued to them. Papers which are no longer in current use should be destroyed. I should be grateful, therefore, if you would confirm that your Minister has taken over the Cabinet and Cabinet Committee documents needed for current administration. I should also be grateful if you would arrange for the disposal of any Cabinet or Cabinet Committee documents no longer required for current use. May I remind you that the destruction of all secret and top secret documents should be supervised by two individuals, both of whom sign a destruction certificate.

Parliamentary Private Secretaries

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/but No 10

Miss Dinah Nichols

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but No 10 should be informed of such reappointments. I would also draw your attention to guidance concerning Parliamentary Private Secretaries in Questions of Procedure for Ministers (paragraphs 37-40).

I am sending a copy of this letter to Robin Butler at No 10, for information.

R. HATFIELD

(R P Hatfield)
Private Secretary

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