



CABINET OFFICE  
70 Whitehall,  
London SW1A 2AS  
Telephone 01-233 3340

30 October 1984

Dear Private Secretary,

I hope you will all bear with me if I circulate again my letter of 19 September about the need to copy H and E(A) correspondence to Mr Gummer. A great many of you have been doing so, and I am grateful. There have been some lapses, however, particularly from junior Ministerial offices. Could you please ensure that all private offices in your Department are aware of the need, and that a foolproof method of including Mr Gummer in the necessary circulations is devised?

Yours sincerely,

Alex Galloway

A K GALLOWAY  
Private Secretary

The Private Secretary



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*Dear Private Secretary,*

## PAYMASTER GENERAL: CABINET COMMITTEES

Although Mr Gummer is not a member of the Cabinet he attends Cabinet meetings and receives papers. The Prime Minister has decided that he will also receive papers for H and E(A), though he will not be a member of either Committee. I should be most grateful, therefore if you could ensure (perhaps by means of a note on the appropriate pages of your Cabinet Committee Organisation book) that the Paymaster General is included in the circulation of correspondence to members of all three. On a personal note I should count it as a great favour if Private Secretaries could remember to include me in the circulation of their valedictory letters: as PS to a lone Minister I have no other way of keeping track of changes.

I am sending copies of this letter to the Private Secretaries to Cabinet Ministers and the Attorney General; and to Richard Hatfield, Cabinet Office.

*Yours sincerely,*

*Alex Galloway*

A K GALLOWAY  
Private Secretary

The Private Secretary

30 OCT 1964

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