

CONFIDENTIAL



Parliamentary Under
Secretary of State

Department of Employment
Caxton House Tothill Street London SW1H 9NF
Telephone Direct Line 01-213 6670/6679
Switchboard 01-213 3000

M C Stark Esq
Private Secretary to
Sir Robert Armstrong GCB CVO
Secretary of the Cabinet and
Head of the Home Civil Service
70 Whitehall
LONDON SW1A 2AS

✓
30 January 1986

Jean Michael

MINISTERIAL CHANGES

Thank you for your letter of 27 January, following
Mr Peter Bottomley's move to the Department of Transport.

As requested, I confirm that Mr Bottomley has not taken away
any Cabinet or Cabinet Committee papers. (Since he is not
being replaced in the Department there is no "new Minister" to
take over any such documents.)

I am arranging for the disposal of Cabinet/Cabinet Committee
documents.

I am copying this to Nigel Wicks at No 10.

at Map
Yours sincerely

Paul Hutt

PAUL HUTT

CONFIDENTIAL

CABINST PT2

Questions of Procedure



CONFIDENTIAL

NW's seen *CC GR's*



My ref:

Your ref:

A086/271

M C Stark Esq
Private Secretary to
Sir Robert Armstrong GCB CVO
70 Whitehall
LONDON
SW1A 2AS

cc: PS/SS/S
MCDL Wicks - NO. 10
file
fwc
PSO

29 January 1986

Dear Stark

MINISTERIAL CHANGES

Thank you for your letter of 27th January to Christopher Bowden, who was my predecessor. *at top*

I can confirm that our new Parliamentary Under Secretary of State, Mr Bottomley, who is assuming Mrs Chalker's old responsibilities, has taken over all Cabinet and Cabinet Committee documents needed for current administration. Mrs Chalker did not take any such documents with her to her new post at the Foreign and Commonwealth Office.

Mr Bottomley has considered the possible conflicts of interest which may arise from his new responsibilities for roads and traffic and the Secretary of State will be taking personal responsibility for two road proposals in which Mr Bottomley has personal or constituency interests.

We have noted your advice on the appointment of Parliamentary Private Secretaries and shall draw it to our new PUSS's attention as necessary.

Copies of this letter go to recipients of yours, and to Richard Bennett who has now taken over as Mr Bottomley's Private Secretary. (I have moved across to be Private Secretary to our Minister of State, Mr Mitchell).

I am sincerely
Brian Wadsworth

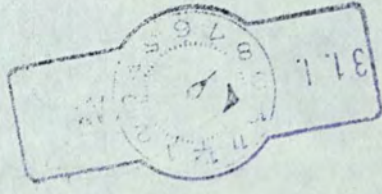
BRIAN WADSWORTH
Private Secretary

CONFIDENTIAL

CONFIDENTIAL

CABINET PT2

Procedure



CONFIDENTIAL



Secretary of State for Trade and Industry

CONFIDENTIAL

DEPARTMENT OF TRADE AND INDUSTRY

1-19 VICTORIA STREET

LONDON SW1H 0ET

Telephone (Direct dialling) 01-215 5422

GTN 215)

(Switchboard) 01-215 7877

CONFIDENTIAL

28 January 1986

M C Stark Esq
Private Secretary to
Sir Robert Armstrong GCB CVO
70 Whitehall
LONDON
SW1A 2AS

29/1

Dear Michael,

MINISTERIAL CHANGES

Thank you for your letter of 27 January.

2 I confirm that the Cabinet and Cabinet Committee documents have been taken over by Mr Channon. I also confirm that the disposal of Cabinet documents no longer required has also been put in hand.

3 I have today written to Mr Brittan reminding him of the Radcliffe recommendations and have sent him a copy of the Report and a summary of its conclusions.

4 Mr Channon has decided that he will continue with his present Parliamentary Private Secretary, Mr David Atkinson.

5 I have copied my letter to Nigel Wicks at No.10.

Yours ever,

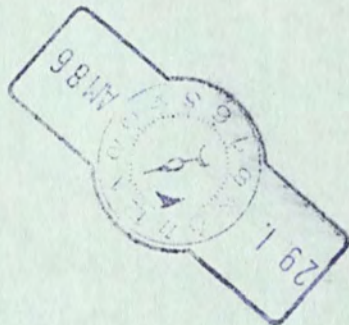
John

J F MOGG
Private Secretary

JF2ATR

17
19
86
BOARD OF TRADE
BICENTENARY

CABINET
QUESTIONS OF
PROCEDURE
PT 2



CONFIDENTIAL



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. A086/274

27 January 1986

Dear John

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 your former Minister 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. This applies particularly where a Minister is not replaced or a post is dissolved. 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.

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 and a summary of its conclusions and recommendations for you to pass on to your former Minister.

/Parliamentary

J F Mogg Esq

CONFIDENTIAL

CONFIDENTIAL

Parliamentary Private Secretaries

I should also remind you of procedures for the appointment of Parliamentary Private Secretaries in case your Minister wishes, where appropriate, 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 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 (paragraph 37-40).

A copy of this letter goes to Nigel Wicks at No 10.

Yours ever,

Michael

(M C Stark)
Private Secretary

CONFIDENTIAL

CONFIDENTIAL



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. A086/272

27 January 1986

Dear Bennett,

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 your former Minister 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. This applies particularly where a Minister is not replaced or a post is dissolved. 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 Minister wishes, where appropriate, to appoint a new Parliamentary Private Secretary. The Chief Whip should be consulted about all such appointments and, in view of the

/special

R C Bennett Esq

CONFIDENTIAL

CONFIDENTIAL

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 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 (paragraph 37-40).

Copies of this letter go to the Private Secretary to the Secretary of State for Transport and to Nigel Wicks at No 10.

Yours ever

Michael Stark

(M C Stark)
Private Secretary

CONFIDENTIAL

CONFIDENTIAL



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. A086/273

27 January 1986

Dear Hutt,

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 your former Minister 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. This applies particularly where a Minister is not replaced or a post is dissolved. 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 particular relevance if a Minister subsequently

/assumes

P E Hutt Esq

CONFIDENTIAL

CONFIDENTIAL

assumes a new appointment or responsibilities, particularly in relation to potential conflicts (whether real or apparent) between 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 and 77).

A copy of this letter goes to Nigel Wicks at No 10.

Yours ever

Michael Stark

(M C Stark)
Private Secretary

CONFIDENTIAL

CONFIDENTIAL



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. A086/271

27 January 1986

Dear Bowden,

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 your former Minister 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. This applies particularly where a Minister is not replaced or a post is dissolved. 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 particular relevance if a Minister subsequently

/assumes

C H Bowden Esq

CONFIDENTIAL

assumes a new appointment or responsibilities, particularly in relation to potential conflicts (whether real or apparent) between 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 and 77).

Parliamentary Private Secretaries

I should also remind you of procedures for the appointment of Parliamentary Private Secretaries in case your Minister wishes, where appropriate, 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 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 (paragraph 37-40).

Copies of this letter go to the Private Secretary to the Secretary of State for Transport and to Nigel Wicks at No 10.

Yours ever

Michael Stark

(M C Stark)
Private Secretary