

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. A086/346

31 January 1986

*Dear Private Secretary*

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 Ministers leaving the Government have 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

Ms J Rutherford

/assumes

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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).

Copies of this go to John Lambert, Department of Employment and to Nigel Wicks at No 10.

*Yours ever*

*Michael Stark*

(M C Stark)  
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. A086/345

31 January 1986

*Dear Matthew,*

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 Ministers leaving the Government have 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

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Matthew Cocks Esq

/assumes

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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 go to John Mogg, Department of Trade and Industry and to Nigel Wicks at No 10.

Yours ever

Michael Stark

(M C Stark)  
Private Secretary

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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*  
*MW's Wick - 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).

*Yours sincerely*  
*Brian Wadsworth*

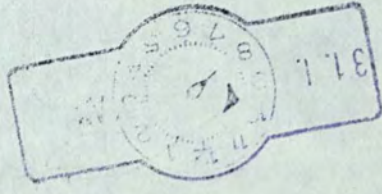
BRIAN WADSWORTH  
Private Secretary

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CABINET PT2

Procedure



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Secretary of State for Trade and Industry

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DEPARTMENT OF TRADE AND INDUSTRY

1-19 VICTORIA STREET

LONDON SW1H 0ET

Telephone (Direct dialling) 01-215 5422

GTN 215)

(Switchboard) 01-215 7877

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28 January 1986

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

M/  
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,

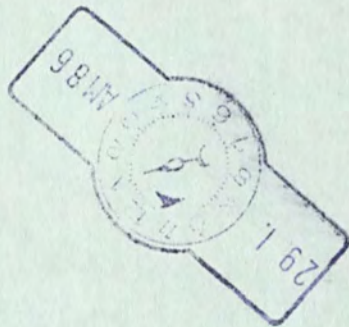
John

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

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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

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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. 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

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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

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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. 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

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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

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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. 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

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/assumes

C H Bowden Esq

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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



SCOTTISH OFFICE  
WHITEHALL, LONDON SW1A 2AU

Your Ref: A086/85

M C Stark Esq  
Private Secretary  
Cabinet Office  
70 Whitehall  
LONDON  
SW1A 2AS

14 January 1986

*Dear Michael*

MINISTERIAL CHANGES

Thank you for your letter of 9 January. I can confirm that my new Secretary of State has taken over the Cabinet and Cabinet Committee documents needed for current administration and that my former Secretary of State has not taken away any Cabinet or Cabinet Committee papers.

I note what you say about the appointment of Parliamentary Private Secretaries. Mr Rifkind has reappointed Lord James Douglas-Hamilton MP as his Parliamentary Private Secretary and I hope that Nigel Wicks will accept his copy of this letter as fulfilling the requirement to inform No 10 of the reappointment of Parliamentary Private Secretaries. I am also copying this to Murdo Maclean (Chief Whip's Office).

*Yours ever*

*Robert Gordon*

Robert Gordon  
Private Secretary

Questions of Procedure: CABINET P42



15.1. 11 January 1986  
Private Secretary  
Cabinet Office  
10 Whitehall  
LONDON  
SW1A 2AR

Dear Sir

INTERESTING CHARGES

I have just received a letter from the Secretary of the  
Department of Health and Social Security, dated 11 January 1986,  
in which you refer to the fact that the Department is  
considering the possibility of introducing a new  
charge for the use of the Department's  
resources. I am sorry that I cannot  
provide you with a more detailed  
reply at this time, but I will  
be happy to discuss this matter  
with you at a later date.

Yours faithfully,  
Robert Giddens  
Private Secretary



MINISTRY OF DEFENCE  
MAIN BUILDING WHITEHALL LONDON SW1A 2HB  
Telephone 01-~~230 0232~~ 218 2111/3

MO 17G

10th January 1986

Internal: PS/PUS

*Hon Michael,*

MINISTERIAL CHANGES

Thank you for your letter of 9th January. <sup>*attached*</sup>

I can confirm that the new Secretary of State for Defence has taken over the Cabinet and Cabinet Committee documents needed for current administration and that the Rt Hon Michael Heseltine MP has not taken away any Cabinet or Cabinet Committee papers.

I have informed Mr Heseltine of the recommendations of the Radcliffe Report on Ministerial Memoirs as requested.

I have not yet been able to discuss with Mr Younger the question of his Parliamentary Private Secretary. When I have done so, I will inform No 10 in the normal way.

I am copying this letter to Nigel Wicks at No 10.

*Yours etc,*

*Richard Mottram*

(R C MOTTRAM)

Michael Stark Esq  
Cabinet Office



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. A086/84

9 January 1986

*Dear Richard,*

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 as soon as possible:

- (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

R C Mottram Esq

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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 Mr Heseltine.

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 - particularly in relation to potential conflicts (whether real or apparent) between private interests and Ministerial responsibilities (Section IX) - take on particular relevance when a Minister subsequently assumes a new appointment or responsibilities.

Parliamentary Private Secretaries

I should also remind you of procedures for the appointment of Parliamentary Private Secretaries in case Mr Younger 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 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



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. A086/85

9 January 1986

Dear Robert,

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

R S B Gordon Esq

CONFIDENTIAL

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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 a new appointment or responsibilities, particularly in relation to potential conflicts (whether real or apparent) between private interests and new Ministerial responsibilities (Section IX).

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 Stark*

(M C Stark)

Private Secretary

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✓

Treasury Chambers, Parliament Street, SW1P 3AG

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

3 December 1985

*Dear Michael,*

**MINISTERIAL CHANGES**

Many thanks for your letter of 21 November. Taking in turn the points you raise:

- I confirm that Mr Brooke has taken over the Cabinet and Cabinet Committee documents needed for current administration; and that Mr Gow did not take with him any Cabinet or Cabinet Committee papers.
- I have arranged for all such papers in this office to be reviewed regularly; we have a constant programme of returns to the Chancellor's office for onward transmission or disposal.
- I have passed on to Mr Brooke a copy of the Radcliffe Report on Ministerial Memoirs, and summary. We have noted the advice contained in Questions of Procedure for Ministers concerning potential conflicts between private interests and new Ministerial responsibilities and have received a letter from Nigel Wicks about membership of Lloyd's.
- Thank you for your reminder about the procedures for appointing a Parliamentary Private Secretary. These we shall follow when the need arises, which may be soon.

I am copying this letter to recipients of yours.

*Yours ever,  
Mike Norgrove*

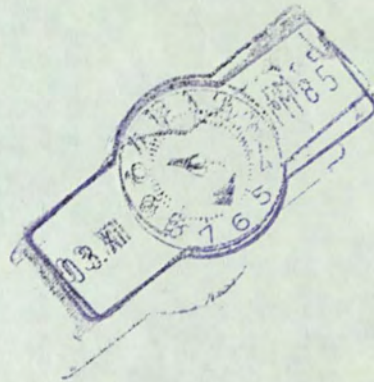
M W NORGROVE  
Private Secretary

CONFIDENTIAL

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. A085/3003

21 November 1985

*Dear Ros,*

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 his predecessor 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

Ms Ros Turp

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guidance it contains. Some of this advice 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 private interests and new Ministerial responsibilities (Section IX).

I believe that Mr Walden is not at present a member of Lloyd's, but should he at any point consider becoming one while still holding Ministerial office he will wish to consider particularly the paragraphs in this section relating to membership of Lloyd's (paragraphs 74 and 77).

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

*Yours ever,*

*Michael Stark*

(M C Stark)  
Private Secretary

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