



Civil Service Department

~~PRIVY COUNCIL OFFICE~~

WHITEHALL, LONDON SW1A 2AT

15 May 1979

Nick Sanders Esq  
Private Secretary to  
Prime Minister  
10 Downing Street  
LONDON SW1

*Dear Nick,*

I attach a note of the responsibilities and private offices of the Lord President of the Council and the Minister of State, Civil Service Department.

There has been considerable confusion amongst private offices recently about who sits where and does what. I would therefore like to take this opportunity to emphasise that the Lord President is now based in the Civil Service Department (not the Privy Council Office) and that, other than for purely Privy Council business, the Lord President has retained none of the duties of the previous holder of that office. I should be grateful if recipients would also note that all business related to the Lord President's role as Leader of the House of Lords should be directed to Charles Cumming-Bruce.

I am sending copies of this letter to the private secretaries to members of the Cabinet and to Martin Vile.

*Yours sincerely,  
Jim Buckley.*

J BUCKLEY  
Private Secretary

## I LORD PRESIDENT OF THE COUNCIL

The Rt Hon Lord Soames GCMG GCVO CBE

### RESPONSIBILITIES

#### 1. Privy Council Office

The Lord President is responsible for the administrative functions of the Privy Council Office, including Orders in Council and certain appointments.

#### 2. Civil Service Department

The Lord President is responsible to the Prime Minister for the day to day work of the Civil Service Department.

#### 3. Other Departments

On behalf of the Prime Minister, the Minister for the Civil Service, the Lord President also has responsibility for Her Majesty's Stationery Office (HMSO), the Central Office of Information (COI), the Government Actuary's Department (GAD) and the Government Hospitality Fund (GHF).

#### 4. Leader of the House of Lords

The Lord President, as leader of the House of Lords, is responsible to the Prime Minister for the arrangement of Government Business in the House and has a responsibility to the House itself to advise it on procedural matters and other difficulties as they arise.

### PRIVATE SECRETARIES

Private Secretary (for all except House of Lords business)

Jim Buckley

Telephone 01-273-4400

Federal 3094, 3030

Assistant Private Secretaries

Liz Thornton

As above

Caroline Anderson

Private Secretary (for all Leader of the House of Lords business)

Charles Cumming-Bruce

Telephone 01-219-3131

Federal 2489, 2412

## II MINISTER OF STATE, CIVIL SERVICE DEPARTMENT

Paul G Channon MP

### RESPONSIBILITIES

In addition to his duties as Minister of State in the Civil Service Department, Mr Channon has delegated responsibility from the Lord

President for the day to day work of Her Majesty's Stationery Office (HMSO), the Central Office of Information (COI), the Government Actuary's Department (GAD) and the Government Hospitality Fund.

PRIVATE SECRETARIES

Private Secretary

Geoffrey Green

Telephone 01-273-5563

Federal 3066

Assistant Private Secretary

Gary Rogers

As above