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## CABINET OFFICE

From the:  
Minister of State,  
Richard Luce MP

MANAGEMENT AND PERSONNEL OFFICE  
Great George Street  
London SW1P 3AL  
Telephone 01-233 8610

Mark Addison Esq  
Private Secretary  
10 Downing Street  
LONDON SW1

cf psc circulation

27 September 1985

*Dear Mark,*

Following the recent Ministerial changes I thought it might be helpful to fellow Private Secretaries if I were to clarify Mr Luce's new responsibilities.

Mr Luce's formal title is Minister of State, Privy Council Office and Minister for the Arts. He has two main departmental responsibilities. Firstly, he assists the Prime Minister in her capacity as Minister for the Civil Service, by discharging day-to-day responsibility for the functions of the Management and Personnel Office. Secondly, he is Minister for the Arts, in charge of the Office of Arts and Libraries.

Mr Luce should be included on all heads of departments circulations. He is also a member of E(LA), MISC 66 and E(PSP) Committees and is on the circulation list for E(A), E(LF), H, L, QL and MISC 95.

Our address for all correspondence is as shown on the above letter-heading (we are not located in the Privy Council Office). The Private Office staff are:

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	Phone Nos.
Paul Thomas - Principal Private Secretary	233 8610) ) )
*Miss Sonia Phippard - Assistant Private Secretary	233 8865) ) FED 3030 )
John Dowling - Assistant Private Secretary (Diary)	233 8923) )
Support Unit	233 8960 233 8980

I am copying this letter to all Private Secretary colleagues.

*Yours,  
Paul Thomas*

PAUL THOMAS  
Private Secretary

\*Please note however that John Fuller will be taking over from Sonia Phippard with effect from 14 October 1985

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