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CC NO

From the Private Secretary

cc PS/Minister of State, Tsy
PS/Permanent Secretary
PS/2nd Permanent Secretary
Mr Trevelyan

HEADS OF DIVISIONS

All Under Secretaries
Mr Stubbs

LIAISON WITH TREASURY AND CIVIL SERVICE SELECT COMMITTEE

The Treasury and Civil Service Select Committee (TCSSC) is now expected to start work again in the late autumn. Heads of Division may find it useful to have a note now of the arrangements for liaison which have been agreed by Lord Gowrie.

Lord Gowrie has stressed the importance of maintaining good relations with the Select Committee. We will be letting the new members have an introductory memorandum about MPO's work. He would also like the TCSSC to receive copies of all material (excluding of course ordinary PQs) which we publish or release to Parliament or the press. He hopes to have occasional informal meetings with the members of the Select Committee.

The arrangements will be as follows:

- (i) Machinery of Government Division (Mrs E C Flanagan, 233 7217, or Miss J Buchan, 233 7250) already act as the chief contact point with the Committee, advise on the preparation of material requested by the TCSSC, coordinate submissions and answer any queries on Select Committee procedures. They will try to provide feedback on the TCSSC's reception of our material.
- (ii) The TCSSC should receive any MPO material which is published, or released to Parliament or the press.
This material will be sent from Lord Gowrie's Private Office or by Machinery of Government Division, depending on the content and nature of the information. In general, major publications, policy statements or publicity about major achievements will be sent by Private Office, and routine or minor publications not requiring maximum publicity by the Machinery of Government Division.
- (iii) Divisions are asked to consult Machinery of Government Division as far as possible in advance of the publication or release date so that the level and time at which the material should go to the Committee can be decided. Divisions should also inform Press Office (Mr Stubbs) and Parliamentary Clerk (Mr Lawrie) as soon as it is known that an item will be released. Final copies of the document should go to Private Office or Machinery of Government Division as appropriate, if possible three working days before the date of publication. Normally 5 copies of any report will be enough, but MG will advise when more are needed.

If the Division concerned would like any particular points to be made in the covering letter to the Select Committee it would be helpful if they could provide a draft; otherwise a simple pro forma letter (on the lines of the attached) will be used. It would be helpful to the Committee if we could state, where possible, the Departmental objective or activity to which the publication relates.

- (iv) Divisions are asked to keep MG informed of any topics or problems likely to be of interest to the Committee which might be discussed at any informal meetings between Lord Gowrie and the members of the Select Committee.

Machinery of Government Division will circulate a list of members of the TCSSC when they are appointed.

Mary Brown.

MRS M E BROWN

28 September 1983

Clerk to the Treasury and Civil Service Select Committee
House of Commons
LONDON SW1A 0AA

The Committee may be interested to see the Minister's statement today at about I enclose 5 *copies of the associated report for members' use.

The report covers the work done in relation to MPO's third objective for 1982/83 (see MPO Management Document para x)7.....

Please let me know if you require further copies.

* MG will advise on number of copies. For most items five will be enough. But in some cases the Clerk may wish to have copies for all members of the Committee.