



10 DOWNING STREET

From the Principal Private Secretary

SIR DEREK RAYNER

REVIEW OF ADMINISTRATIVE FORMS

The Prime Minister has now been able to consider your minute of 12 January 1982, together with the report of the review of administrative forms and the summary of the report, both of which you submitted with your minute. She has also seen the Chancellor of the Duchy of Lancaster's minute of 19 January.

The Prime Minister is of the view that the review was an excellent piece of work and she is very pleased with its results. She has also commended some of the general statements about good administration contained in the summary of the report, eg the first sentence of paragraph 24, paragraph 25(4) and the first two sentences of paragraph 26.

She has approved the three recommendations in your minute. I will accordingly be writing to the Private Secretaries to all Ministers in charge of departments on the lines of the draft attached to your minute, circulating both the summary of your conclusions and the report itself.

The Prime Minister agrees that we should publish our strategy for producing fewer and better forms as a White Paper and she is content for the Chancellor of the Duchy of Lancaster to circulate a draft to her Ministerial colleagues. She was glad to learn that there is now to be some relaxation in the time-table proposed in Lady Young's minute: she was concerned that to aim to publish the White Paper on 10 February would not give Ministers enough time to consider the draft White Paper fully. The Prime Minister has also remarked that a slightly slower time-table will give more time for the exhibition you have proposed - which she thinks is an excellent idea - to be mounted.

The Prime Minister agrees with you on the need to follow up the report of the review and she would therefore be grateful if, as you propose, the MPO could let her and the Chancellor of the Duchy of Lancaster have a report in a year's time on progress on the implementation of the review's recommendations and on the steps taken to promote the best practice.

RF
YLL
CS CDLO
CO
Tsy
MO

ATW

✓✓
✓✓
I am sending copies of this minute to Mr Buckley
(Chancellor of the Duchy of Lancaster's Office), Sir Robert
Armstrong (Cabinet Office), Sir Douglas Wass (Treasury) and
Mr Cassels (MPO).

JAW.

25 January 1982