



10 DOWNING STREET

*From the Principal Private Secretary*SIR ROBERT ARMSTRONG**Presentation of Government Policies**

The Prime Minister has been considering how Cabinet and Cabinet Committees might help improve the presentation of Government decisions and policies. She would not want Ministers to be asked to include in their papers for Cabinet and Cabinet Committees a passage on presentational aspects. Such passages could touch on rather sensitive ground and, if they leaked might make presentation harder, though of course, a Minister can decide to include such a passage if he thought it appropriate. Instead, the Prime Minister would like Ministers to deal in the oral introduction to their papers with presentational aspects of their proposals. Ministers, in many cases, already do this, but the Prime Minister would like this to become the general rule.

I should be glad for advice on how the Prime Minister's wish could be conveyed to Ministers. One possibility might be for your Private Secretary to communicate the point to the Private Secretaries of Cabinet Ministers.

The Prime Minister would also like Cabinet Office briefs for Cabinet and Cabinet Committees to remind the Chairman of the meeting, whether herself or another Minister, to ensure that the meeting considers presentation aspects where they are relevant. Again this is often done, but it should become the normal practice.

25 September 1985