



Chancellor of the Duchy of Lancaster

CABINET OFFICE,
WHITEHALL, LONDON SW1A 2AS

Tel No: 233 3299
7471

18 April 1986

Bernard Ingham Esq
Press Secretary
No 10 Downing Street
LONDON
SW1

Dear Bernard,

Following the Lord President's letter to Cabinet colleagues concerning ways in which planning and coordination of Ministers activities can be improved, I am writing to offer some guidelines as to the way in which it would be most helpful for your office to respond concerning notification to this office of the Prime Minister's engagements.

I hope that we can so arrange this that it constitutes as little of an extra burden to private offices as possible. In response, I also hope that it will mean that we can offer a service to other offices in giving forewarning of when a number of Ministers will be at similar engagements, or in the same area, or speaking on the same subjects. It should also afford the opportunity on occasions to assist Department's policy and presentational efforts, by identifying when Ministers in other Departments are in a position to assist in projecting a particular policy.

In the first instance, I believe that we should establish a system only in respect of members of Cabinet, the Chief Whip and the Minister of State at the Privy Council. We may find later that we should extend it to other Ministers.

The basic information we seek is that each office should, at frequent intervals, give us details of the visits, speeches, major media events and policy statements that are planned for the Prime Minister.

It will be helpful if each time that list is given it should also show which such engagements have been deleted.

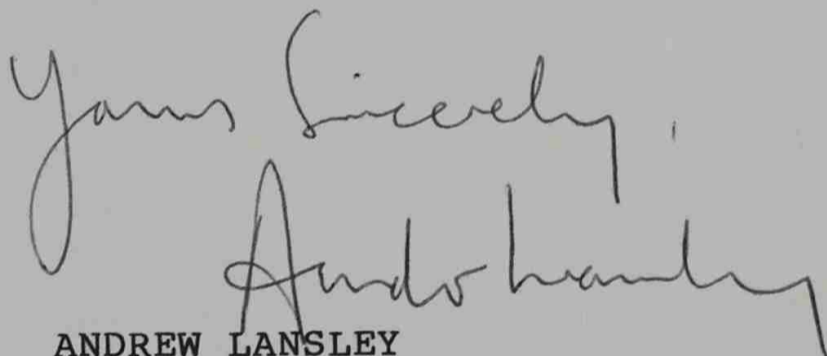
The details in respect of each engagement should at least include date, nature of engagement, location, organisation involved and, if appropriate, the policy subject of the visit, speech, statement etc. Obviously, further relevant information can also be added.

I do not think that we should exclude major statements to the House, since in some cases these will have an effect upon Ministers undertaking other engagements.

In response, we will try to identify and alert offices to potential clashes or opportunities arising from cross-referring between these engagements. We intend also to be able to provide Departments, on request with summaries of those engagements taking place in a particular location or on a particular day, which may help in deciding whether an invitation should be accepted. We will aim to provide aggregated summaries of the total effort devoted to particular regions or subjects. We can also consider other applications at the request of Departments, subject to our capacity to process them.

You will appreciate that our effectiveness will be directly proportional to the quality, regularity and comprehensiveness of the information given to us. I should add that we are taking steps to protect the confidentiality of the information supplied to us, and we can attach particular protection to any items, at your request.

I should be most grateful for your assistance in arranging for the necessary information to be supplied from your office. I hope that we can set this up in a way that offers a service of real use. Any comments you have to help us in this would be appreciated.

Yours Sincerely,


ANDREW LANSLEY
Private Secretary

Circular

c: Mr Coe

MR WICKS

This has security implications and you will wish to consider on Monday.

We must confine information about the Prime Minister to Mr Tebbit's office.

Could you advise me how to reply?

Mr Sherbourne

9/5.

I am not sure what has happened to this?

Jim Coe.

Handwritten scribble

BERNARD INGHAM
18 April 1986

B Ingham

Let us have a word. I would understand the objectives and the mechanics of his proposal.

N. h. W.

18.4.

MR WICKS

The attached correspondence is self-explanatory. I think I have dealt satisfactorily with the security problem.

[Handwritten signature]

BERNARD INGHAM

14 May 1986

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1. Mrs. Shubone
✓ to see.

2. CF.

[Handwritten signature]

to see + F

NW



10 DOWNING STREET

From the Press Secretary

14 May 1986

Dear Andrew,

I am sorry for the delay in responding to your letter of April 18. This is because its implications caused me some concern which I have now discussed with you on the telephone.

Essentially, I think your needs will be met by my sending to you our daily press digest plus the note which covers the Monday digest setting out the week ahead and giving a preview of the subsequent week.

As you know, it is important to treat the Prime Minister's movements, and especially her detailed itinerary, on a strictly confidential basis. I trust you will not share any such information with other Departments.

Yours sincerely
Bernard Ingham

BERNARD INGHAM

Andrew Lansley Esq