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cc - Miss Rolleston
Mr. Norgrove (No-10) } for info

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From the Secretary of the Cabinet and Head of the Home Civil Service

Sir Robert Armstrong GCB CVO

Ref. A086/1705

1. NW *to see*

2. Prime Minister 2

13 June 1986

*This is a response
to a comment you made a few
weeks ago.*

*DRS
16/6*

Statements and Briefings on Government Policies for Members of Parliament

The Prime Minister has asked me to remind Permanent Secretaries of the procedure for issuing statements of or briefings on Government policies to Members of Parliament.

As the Chief Whip said in his minute of 29 April to the Lord President and copied to all members of the Cabinet, Ministerial statements of or briefings on Government policies for Members of Parliament should normally be made available, through the offices of the appropriate party Whips' offices or otherwise, to Members of all parties represented in the House of Commons. Statements or briefings issued thus may be typed and reproduced on Government (ie departmental) stationery, using Government facilities and all costs met on departmental votes.

When a statement or briefing is to be made available only to members of the Government party it should normally be typed and reproduced on party stationery and using party facilities and the costs, including those of postage, should not fall to the Department. There may however be some exceptional circumstances where Ministers may wish to use House of Commons stationery for such circulars. This is acceptable provided that the rules issued by the Serjeant at Arms's office are complied with and all arrangements made through that office. (The costs of stationery, photocopying and postage are not met by the House authorities and must be paid for).

/I am sending copies

Sir Peter Middleton KCB

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I am sending copies of this letter to Permanent Secretaries in charge of Departments.

ROBERT ARMSTRONG

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