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MR WOLFSON

We discussed last night the Private Office's role during the General Election campaign.

In general our role now is:-

- (i) To support the Prime Minister in any essential duties which she has to carry out as Head of Government;
- (ii) To provide assistance which may properly be required of us in providing factual material and checking speeches etc., which contain official information or statements of Government policy;
- (iii) To advise the Prime Minister on the use of Government services or the facilities during the Election Campaign;
- (iv) To provide for the Prime Minister's communications and security.

As regards the first, we will try to keep to a minimum the official papers and other matters with which we have to trouble the Prime Minister for the next four weeks. We must make sure that we can always contact her quickly and for that purpose a Garden Room girl will accompany the Prime Minister on her tours and a Duty Clerk will go ahead: when the Garden Room girl is travelling with the PM's party, the Duty Clerk will be setting up communications at the next stop and taking any messages which need to be delivered to the Prime Minister when she arrives. I would only arrange for a Private Secretary or member of the Press Office to accompany the PM's party if Government business required it.

As regards the second, it is perfectly proper for us to provide factual material and to check speeches and statements: I hope that we will be asked to check speeches and statements since the Prime Minister still speaks as Head of Government even on party occasions. It would also have been proper for Mr. Ingham to provide the Prime Minister with his usual summary of the morning's press, but we agreed

/that

that this would be difficult in practice if the PM is leaving No.10 at 8.15 a.m. on most mornings and it is likely to be unnecessary since Central Office are preparing a full summary. But the Prime Minister may like Mr. Ingham and me to be available at about 8 a.m., before she leaves No.10 in the mornings, so that she can give us instructions about the line on any press stories relating to the Government and commission any factual material she wants before her morning press conference.

As regards the use of Government services or facilities, it is better for the Prime Minister to err on the side of propriety if there is any question of using Government facilities for what may be seen as party political purposes. For security reasons, the Prime Minister should travel in a 10 Downing Street car driven by a 10 Downing Street driver even on election tours: there are arrangements for the Party to reimburse the cost. Official transport will be provided for No.10 staff but transport for the political staff should be provided by the Party. Tim Flesher is supervising the timetable for movements of the Duty Clerks and Garden Room girls: could you please arrange for him to be kept informed of details of the Prime Minister's movements as they are settled.

Party transport rather than No.10 cars should be used for conveying to Central Office any material which the Prime Minister asks for while preparing for her morning press conference: you may want to arrange for a car to be available for this purpose.

Finally, on communications and security, the Garden Room girls and Duty Clerks will provide communications in the normal way. The Special Branch will provide protection and are liaising with you and Central Office on arrangements: I have told Superintendent Cawthorne that if he had any anxiety about the arrangements (which neither he or I expect) he should let me know.

E.E.R. BUTLER

13 May, 1983

MR. WOLFSON

We discussed last night ^{the Private} ~~the~~ Office's role during the General Election campaign.

In general our role now is :-

- (1) To support the Prime Minister in any essential duties which she has to carry out as Head of Government;
- (2) To provide ~~of~~ assistance which may properly be required of us in ^{providing factual material and checking speeches etc.} ~~checking facts, checking statements~~ which contain official information or statements of Government policy;
- (3) To advise the Prime Minister on the use of Government services or the facilities;
- (4) To provide for the Prime Minister's communications and security.

As regards the first, we will try to keep to a minimum the official papers ^{and other matters} with which we have to trouble the Prime Minister, for the next few weeks. We must make sure that we can always contact her quickly and for that purpose a Garden Room girl will accompany the Prime Minister on her tour and a Duty Clerk will go ahead: ~~so that~~ when the Garden Room girl is travelling with the P.M.'s party, the Duty Clerk ^{will} ~~be~~ be setting up ^{taking any} ~~can take~~ messenger which

need to be delivered to the Prime Minister ^{when she arrives.} ~~or a member of the Press Office~~
~~will only~~ ^{would only} arrange for a Private Secretary ^{to accompany the PM's party} if
Government insiders required it.

As regards the second, ~~the Prime Minister should feel~~
~~it is perfectly proper for us~~
~~quite free to ask~~ to provide factual material and to check
speeches and statements: I hope that ~~we will be~~ ^{we will be} asked to check
speeches and statements since the Prime Minister still speaks as Head
of Government even on party occasions. ~~It would also have~~
~~would think it~~
~~been~~ ^{it} proper for Mr. Ingham to provide the Prime Minister with ~~the~~
~~usual~~ ^{usual} summary of the morning's press, but we agreed that
this would be ~~difficult~~ ^{difficult} in practice if the P.M. is leaving No. 10 at 8.15 a.m.
on most mornings and it is likely to be unnecessary since Central
Office are preparing a ^{full} summary. But the Prime Minister may
like Mr. Ingham and me to be available ^{at about 8 a.m.,} before she leaves No. 10
so that she can ^{give us instructions on the line to be taken about the Government} ~~communicate~~ ^{have} any factual material she wants
before her morning press conference.

As regards the use of Government services or facilities,
~~my general~~ ^{in cases of doubt} ~~advice is that, the Prime Minister~~ it is better for the
Prime Minister to err on the side of propriety ^{if there is} ~~and not~~ any question
of using Government facilities for what may be seen as party political
purposes. For security reasons, the Prime Minister should travel in
a 10 Downing Street car driven ~~by~~ a 10 Downing Street driver
even on election tours: there are arrangements for the Party to
reimburse the cost. Official transport will be provided for No. 10 staff

but transport for the political staff should be provided by the Party. Tim Fletcher is supervising the timetable for movements of the duty clerks and Garden Room girls: could you please arrange for him to be kept informed of details of the Prime Minister's movements as they are settled.

~~I suggest that the use of Party Transport should extend~~ rather than
No.
to 10 cars should be used for conveying to Central Office any material which the PM asks for while preparing for her morning press conference: you may want to ^{arrange} ~~suggest~~ for a car to be ^{available} ~~at hand~~ for this purpose.

Finally, on communications and security, ^{the Garden} ~~Room~~ ^{Room} girls and duty clerks will provide communications in the normal way. The Special Branch will provide protection and are liaising ^{and Central Office} with you ^{on} arrangements: I have to ^{ask} ~~ask~~ Superintendent Cawthorne that if he had any anxiety about the arrangements (which neither he or I expect) he should let me know.

F.E.R.B.