PO -CH

PART A

1983 BUDGET AIDE MEMOTRE

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Mr Burr Mr Godfrey Mr Batchelor Mr Tolkien Miss Birnie

NOTE FOR THE RECORD

BUDGET: AIDE MEMOIRE

Action to be taken as a result of a meeting on Tuesday, 10 February 1981.

Mr Burr to agree with Mr Barton the number of Public Expenditure White Papers (PEWPs) required for distribution by the Chancellor's Office on Budget Day.

- N.B. It was agreed that Inland Revenue, Customs and Bank of England would receive <u>no</u> copies of the PEWP distributed through the Chancellor's Office.
- 2. Mr Godrey to confirm that none of the press notices relating to the Supply Estimates (which are also to be published on Budget Day) will be included in the packages of documents.
- 3. Mr Godfrey to confirm the names of the broadcasters (see item 44(b)-(e) in the aide memoire).
- 4. Mr Godfrey to inform Mr Batchelor of the number of nonpress packages to be collected after the Speech once all orders are in. (Deadline of 17 February).
- 5. Miss Birnie and Mr Godfrey to discuss arrangements for the transport of documents to the House of Commons on Budget Day. (They are all to be brought to the CH/Ex's office (H/C instead of to different parts of the H/C)
- 6. Mr Godrey to confirm numbers of documents needed for IDT's use.



7. Mr. Tolkien to circulate amendments to the Budget Aide Memoire when numbers of documents have been confirmed. (Items 1,4 and 6 above).

MJ. BARTON)

12 February 1981





cc: Mr. Burr Mr. Tolkien Mrs. Broyd

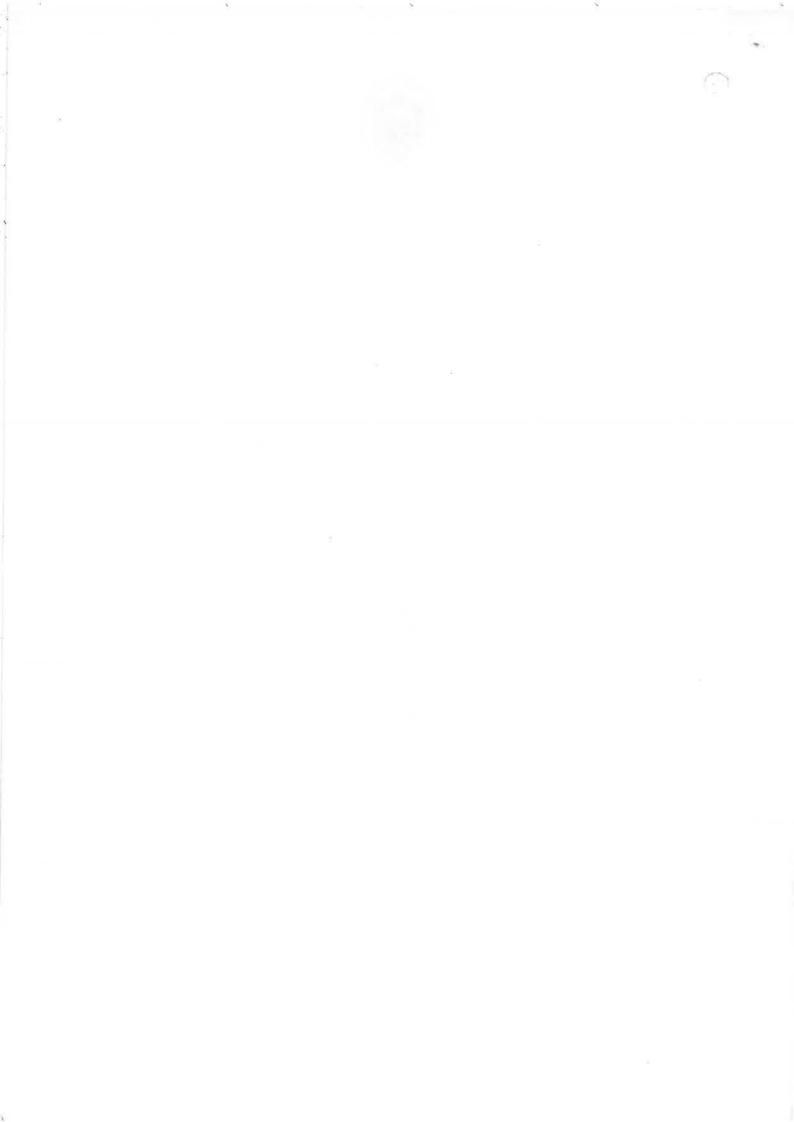
NOTE FOR THE RECORD

#### PUBLIC EXPENDITURE WHITE PAPER (PEWP)

It has been agreed that the Chancellor's Office will distribute 30 copies, only, of the PEWP on Budget Day. A list of the recipients is below.

BARTON 19 February 1981

Prime Minister	1					
Chancellor	1					
Chancellor's PSs	3					
Mr. Bush	2	(For	NIO	and	Mr.	Hubback)
ITN	1					
BBC	1					
BBC Radio	1					
IRN	1					
NEDO	1					
CBI	2					
TUC	2					
Conservative Research						
Dept.	2					
Mr. Shore	1					
Mr. Pym	1					
Mr. Foot	1					)?
Mr. Du Cann	1					
Mr. Stewart	1					
UKTSD	3					
UKREP	4					
<del>.</del>						
	30					
i <del>-</del>						



MR TOLKIEN

cc: Mr Bush
Mr Salveson
Mr Hayden
Mrs Broyd
Mr Mann
Mr Drane

## BUDGET AIDE-MEMOIRE: NUMBERS OF DOCUMENTS TO BE DISTRIBUTED

As agreed at our meeting I have, with the assistance of others, reviewed the numbers of Budget press releases, speeches etc released to IDT and others on Budget Day by the Committee Section and CRU.

1	11.1.	position	1 - 1
72	delinled	position	C

The detailed position is:								
	Speech	Snapshot	hot FSBR and Budget White Papers		Press TSY	Notices Pub Ex	Other	
Press Conferences								
Home	30	50	<u> </u>					
Lobby	60	70	50	50	70	70	70	
Lobby	(inc 10 for over- seas reps	(inc 10 for ove	r-		(inc	10 for or	verseas	
Press	120	170	100	100	120	120	120	
Non-Press (paying)	120	120	110	110	120	22	120	
Other Govt Depts	20	20	20	20	25	25	25	
IDT spa <b>g</b> es	10	10	10	벨	150	20	20	
Tsy Mailing list	P=+ ;	-	-	-	350	: <del></del>	=	
Total	360	<u>1</u> ,40	290	280	835	235	355	
Private office	own copies	s 90	sent direct	Sent via GEP	, 69	sent dir	- sent direct	
Vote office	=	2 <b>=</b> ).	-		750	::	750	

In the light of these figures the following changes need to be made to the aide memoire.

First page Summary CRU column to read "Speech 360\*, Snapshot 440, Resolutions Nil, FSBR 290, Command Papers 290, Press Notices Treasury 835, Budget non-Treasury 355, Pub Expenditure non-Treasury 235, PEWP 280."

## Item 12 to read:

Treasury PNs:	Total required	1654
	Vote Office	750
	Chancellor's Office	69
	IDT and Treasury	
	mailing lists	835
Other Departments PNs:	(except those relating	to PEWP)
	Total required	1174
	Vote Office	750
	Chancellor's Office	69
	IDT	355
Other Depts PNs on PEWP		
	Total required	304
	Chancellor's Office	69
	IDT	235

### Item 39

for "500" read "530"

## Item 42

for "370" read "360" delete "overseas Press"

#### Item 47

for "400" read "440"

.

#### Item 48

- a) entry relating to the lobby conference should read "60 copies of Speech, 70 copies of snapshot and press notices and 50 copies of FSBR, PEWP and Command Papers to RG (for Lobby conference)"
- b) delete entry relating to overseas press conference

### Item 62

#### amend figures to read:

- -270 copies of speech
- -320 copies of snapshot
- -240 copies of FSBR and Command Papers
- -2300copiessof PEWP (extra 45 to be sent direct to IDT for PEWP press conference and spares)
- -415 copies of Treasury Press Notices
- -165 copies of PEWP Press Notices
- -285 copies of other dept budget press notices.

#### Last page of Annex

Section marked "Despatched in bulk by CRU" to read:

	Speech	Snapshot	Resolutions	FSBR	PEWP	Other Cmnd Papers	Press Notices
48/61/66	90	120	-	50	50	50	7.0
62 Other IDT	270	320	-	240	230	240	415 (Tsy) 165 (PEWP) 285 (other 350 (754)
Total copies required	573	530	55	418	381	409	904 (Tsy) 304 (PEWP) 424 (other Depts)

I would be grateful if copy recipients could cast an eye over the figures to ensure that they agree with me. In particular I would be glad if Mr Drane and Mrs Broyd could note the number of FSBR and PEWP copies I shall need (to be delivered on Budget morning). To the extent that these areany other Command Papers, perhaps Mr Bush could see that I am supplied with the requisite number of copies.

A W BATCHELOR 23 February 1981



Mr. Wiggins

Mr. Jenkins

Mr. Tolkien

Miss Birnie

Mr. D. Barton ∠

Mr. P. Butcher

Mr. C. Bennett

Mrs. Scott

Miss P. Taylor Mr. T. Mathews

Miss J. Swift

Mr. Locke

Mr. Warden

Mr. Felstead

Mr. J. Taylor

Mr. Westwater

Mr. Michael

Mr. Milner

Mr. Ridley

Mr. Cropper

Mr. Cardona

Mr. Unwin

Mr. Allen

Mr. Folger

Mr. Bush

Mr. Collins

Mrs. Gilmore

Mr. Monaghan

Mr. Godfrey

Mr. Macrae

Miss Edwards

Mr. Haydon

Miss Peirson

Mr. Battishill

Mr. Kelly

Mrs. Hedley-Miller

Mr. Mercer

Mr. Salveson

Mr. Warner

Mr. Collinson

Mr. Drain

Mr. Chambers

Mr. A. Batchelor

Mr. Bobsin

Mr. Carpenter

Ian Stewart MP

PS/Inland Revenue

PS/Customs & Excise

## BUDGET AIDE MEMOIRE

#### CHANCELLOR'S OFFICE TIMETABLE

I attach a copy of this year's revised (and hopefully finalised) Budget Aide Memoire. I should be grateful if all recipients would read it carefully and let me know of any errors or omissions.

- As last year, the Public Expenditure White Paper will be 2. published on Budget Day. This means there will again be a large volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).
- 3. Given that this Office will again be deluged with paper, we are therefore asking Treasury Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, HM Treasury. Only the numbers listed in the Annex for



handling by the Private Office - 213 Speeches, 92 Snapshots, 40 Resolutions, 128 FSBRs, 119 Command Papers, 3**0** PEWPs, 68 sets of Press Notices, (excluding non-Treasury PEWPs PNs 30 copies only), and 8 Budget Briefs should be sent here.

R.1.T.

R.I. TOLKIEN23 February 1981

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# BUDGET 1981 : CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex

		411451 41145E	GIIGH	
365 X **	3 3 a.	Private Office	CRU	Parliamentary Section
Speech	*	213	360	
Snapshot (incorporating Speech checklist) Resolutions		.92 40 *	440	Mr. Salveson will make his own arrange-ments
FSBR Command Papers Press Notices PEWP PN's	4	128 119 69 <b>3</b> 0	290 285 835 (Ts 355 (No 280 235	
Brief Code	JW PSJ RIT ĎB PB	3 <b>9</b> 8 John Wiggins Peter Jenkins Richard Tolkie Dave Barton Phil Butcher	235 (5728) (5418)	, , , , , , , , , , , , , , , , , , ,
	CB LB CS PT RC	Chris Bennett Louise Birnie Chris Scott Pat Taylor Ron Carpenter	(3816) (5487) (4262) (3836) (5359)	
	AB RG SG CK BC AJS	Tony Batchelor Rosalind Gilmo Stanley Godfre Chris Kelly B. Collins A.J. Salveson	re (3443)	
Distribution: (Further	MM CU GH WPU	Mike Mercer Central Unit George Haydon Word Processing Users are available	(4696) (3942) (7565) Unit (8884)	Barton)
Chancellor's Office Oth	•			al Unit/EB
Mr. Wiggins Mr. P.S. Jenkins Mr. R.I. Tolkien Mr. D. Barton Mr. P. Butcher Mr. C. Bennett	Mr. Miss Mr. Mr. Mr.	T. Mathews J. Swift Locke Warden Felstead J. Taylor	Mr. U Mr. A Mr. F Mr. B Mr. C	nwin llen olger ush ollins
Miss L. Birnie Mrs. C. Scott Miss P. Taylor	Mr. Mr. Mr.	Westwater Michael Cropper		tewart, MP Peirson (GE) elson
	Mr. PS/0	Cardona Ridley Customs & Excise Inland Revenue		4
Parliamentary Section Mr. Salveson Mr. Warner	FP Mr. Ba	attishill i Blly	EO Mr. Chambe Mr. Batche Mr. Bobsin	
OF Mrs. Hedley-Miller (Item Mr. Mercer (Items 15 and		IDT Mrs. Gilmore Mr. Monaghan Mr. Godfrey Mr. Macrae	$\frac{A}{M}$	ccounts r. Collinson r. B.D. Smith
CHANCELLOR'S OFFICE 4 February 1981		Miss Edwards Mr. Haydon		

repaر	aration in weeks before the Budget	
(1)	Arrange audience of The Queen with her Private Secretary	RIT
(2)	Arrange for sufficient 3600 machines, stocks of white and coloured paper <u>and a mechanic on call</u> to be available from Sunday.	DB/AB
(3)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office.	SG
(4)	Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 9th March and on Budget Day. (For Private Office and IDT as	RIT/CK
(5)	well) Submit publicity arrangements to Chancellor	R.G.
(6)	Make arrangements for providing Press Gallery, P.A. and Reuters with Speech section by section.	SG
(7)	Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)	AJS/LB
(8)	CU in consultion with AJS circulate note commissioning press notices from Treasury and Revenue Departments.  LB writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PN's)	CU/LB/AJ
(9)	Arrange for laying of White Papers, etc.	AJS
(10)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Minister's TV and Radio engagements.	JW
(11)	Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts)	LB
(12)	Two weeks before Budget Day, LB writes to Vote Office about Resolutions, FBRR and PEWP arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CD send similar note to Treasury Divisions and Revenue Departments. Internalia, these notes will specify that the numbers of Press Notices required will be as follows:-	LB/CU
	Treasury PNs Total required 1,607 /663	
	Vote Office 750 † Chancellor's Office 68	
	IDT and Treasury Mailing lists 845	
	Other Departments PNs (except those relating to public exp	
	Total required 1.574 white pap	jer)
	+ Vote Office 750 1,168 IDT 350	
	Ch's Office 68	
s:	Other Departments' PNs on PEWP  IDT 350 Ch's Office 30	

(15)	Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolutions, PEWP and other Command papers from Enquiry Room after the Chancellor has sat down, viz:-	PB
	(a) NEDO (211 3000)	
,	(b) PB to arrange with Principal in IG3 Division (MM) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (excluding PEWP) (12 sets in all)	
	(c) PB to arrange with Mr. Bush for him to pick up 1 copy each of Speech, FSBR, PEWP, other Command Papers and Press Notices for Mr. Hubback, Clerk to the Treasury and Civil Service Committee	
(16)	Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 9 March at the latest.	LB
(17)	Thursday 5 March	<b>T</b> 1.7 / A T
	Inform IDT of likely length of Speech.	JW/AE
(18)	Friday 6 March Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS	JW
(19)	Submit draft Checklist to Chancellor's Office	CU
(20)	EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box	BC/RI
(21)	Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office	BU/CU
(22)	Submit final draft of TV speech if available Mr.	Cropper RG

(A week before Budget Day) Reserve cars on a stand-by

basis to take staff home on the night before the Budget,

grouping staff by areas but ensuring that extra cars are available if necessary; also car to take PSJ, RT and LB with Speech sections to House at 3.00 p.m. on Budget Day

Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70

LB

CS

(13)

(14)

## Saturday before Budget

(23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.

> Work as necessary to produce final version of Speech (Word processing unit available all day)

Chancellor: photo-call in Surrev (NB IDT to be informed of any interesting pre-Budget weekend invitations)

(24) Type Chancellor's speaking copy of Speech section by section on A4 paper

AB/WPU

(25) Type Checklist on A4 paper

CS

(26) Check and make corrections in Chancellor's speaking copy, section by section

Chancellor's Office/WPU

(27) Roll off and collate 36 copies of speech for:

PT

- Private Secretaries (3)

– EB (3 copies) – to check Brief, Snapshot and guidance telegrams

- Mrs Hedley-Miller to prepare telegrams to overseas Governments:
  - (a) Chancellor to EEC Finance Ministers

EEC Commissioner for Financial and Monetary Affairs

MD of IMF

Finance Ministers in US, Japan and Canada

- (b) Sir Douglas Wass to Members of Co-ordinating Committee

- Governor, Treasury Ministers (5) - Permanent Secretaries, PS/IR, PS/C&E, Deputy Secretaries, Mr Unwin, Mr Battishill, Mrs Gilmore, Mr Salveson, Mr Ridley, Mr Cropper, Mr Cardona, Mr Folger (24) Mr. Bridgeman, Mr. Kemp

Arrange with BC for EB's copies to be delivered on Saturday

LB/BC

(28) Send speaking copy and spare to Chancellor

JW

#### Monday 9 March

(29) 9.00 a.m. Ensure that copies circulated by hand as in item 27

DB

(30) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief, Snapshot during course

ВC

(31) Confirm likely length of speech with IDT to guide radio/TV

JW

WPU (32) By 2 p.m. start amending speech as necessary (33) Check any corrections section by section Chancellor's Office (34) Chancellor due at Buckingham Palace, 5.15 p.m. (35) Receive Snapshot from EB(BC) for checking PSJ/BC (36) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised. JW/WPU (37) Final check of Snapshot before collating. PSJ (38) Photocopy 30 copies of final text, section by PT section, for - Chancellor - Prime Minister - Treasury Ministers (4) - Officials and Advisers (20 - listed in annex) - Private Secretaries (4) (39) Roll off 220 copies of speaking copy, section by section and 530 copies of snapshot (White Paper) PT/CRU BUDGET DAY: Tuesday 10 March (40) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers) SG (41) 0930 : Budget Cabinet, (42) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 360 copies to be rolled off for distribution to the Lobby. and Press Gallery in House of Commons and to IDT (see Items 49 and 62). From Private Office AB/CB production of Speech (220 copies) send 2 copies by hand to BC (EB Room 9/3) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, six copies to be made for BBC TV, BBC Radio, IRN, ITN, PA and Reuters.

to CS and PC in accordance with list in Annex

(44)Prepare packages as follows:

(43)

PB/CS

- (a) Press Gallery via LB (see also item 59)
  - 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 copy of Snapshot, with Checklist, with each final section (ie 30 snapshots)

#### (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-

  - Sue Tinson, ITN Budget Programme
     Peter Hall, Editor 'Oracle' News services
  - to be handed over at end of speech.

#### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  (1 for Mr. Tam Fry) (For Palantype)
- 🔇 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. Peter Oppenheimer and to be handed over at end of Speech.

BAC ECONOMICS EDITOR MAN. ROGENSON

# (d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- l unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Dominick Harrod BBC Economics Correspondent
  - Producer, PM Budget Special

These envelopes to be handed over at end of Chancellor's Speech

## (e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- l unstapled speech with sidelines and headlines for page by page distribution\*
- l envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at <u>end</u> of Chancellor's speech

\* 4 'marked-up' copies of Speech (unstapled) are to be provided by Mr Collins to Mrs C Scott by 2.30 p.m. (Mr Collins will also supply 2 copies to RG for P.A. and Reuters)

вс

(45) Check arrival in Chancellor's Office of 40 copies of Resolutions from Parliamentary Counsel's Office, 128 copies of FSBR from Treasury Accountant, 120 copies of Command papers, 30 copies of PEWP and 8 Briefs (From EB - first 3 to JW, RIT and PSJ)

DB/CB/PB

(46) Issue 128 copies of FSBR, 119 copies of Command papers, 30 copies of PEWP, 40 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JW, MAH and RIT)

DB/CS

(47) 440 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62. (see also item 40).

CB/PB

(48) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

PC

30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons

60 copies of Speech, 50 copies of FSBR, PEWP and Command Papers and 70 copies of snapshot and Press Notices to RG (for Lobby Conference)
10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

# 40 copied of Speech, Spanshot FSBR, Command Papers and Press Notices to JOT

The above parcels should then be packed for transmission to the House (see item 62)

(49) Start collation of full text of Speech with index and checklist Clerks and Typists

(50) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last AJS

(51) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, CS Command Papers to:-

Prime Minister )
Chief Secretary )
Financial Secretary )
Ministers of State )
Officials, etc. (See Annex for list 20))

Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JW (N.B. This would mean a commensurate increase in the number of copies needed)

25

LB

- (52) At 12.30 p.m.: SECRET envelopes containing Speech and FSBR, to be given to messengers from:-
  - Customs & Excise (6 copies of each)Inland Revenue (6 copies of each)
  - Bank of England (6 copies of each plus 6 copies of press notices)

(LB to arrange that these messengers come to the Chancellor's messengers' lobby)

- (53) At 12.30 p.m.: 15 copies of Speech, Snapshot,
  FSBR, Command Papers and Press Notices

  to be issued to RG for allocation to members of IDT
  (Copies of Brief will be (and monitoring teams.
  sent direct to RG by EB)
  1 set of above to Mr Bush (for Northern Ireland Office)
- (54) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers, PEWP and Press Notices to be given to JW, PSJ and RIT, and of speech only to LB
- (55) 1 set each of Speech, FSBR, PEWP and Command Papers
   in sealed envelopes addressed to:
  CS

Speaker (Excluding PEWP) Leader of the House of Commons

Leader of the House of Lords (Excluding PEWP)

Leader of the Opposition (Mr Foot)
Shadow Chancellor (Mr Shore)
Chancellor's PPS (Mr Ian Stewart MP)
Mr Christopher (IRSF) - plus Press Notices (Excluding PEWP)
Sir William Clark (Chairman of Conservative
Finance Committee)

Mr Joel Barnett, Chairman PAC (Excluding PEWP)
Mr Edward Du Cann, Chairman Treasury and CSD
Select Committee

to be given to LB to take to House (to be given out after Speech)

(56) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers, PEWP and Press Notices.

JW

## Budget Day: After lunch

- (57) Envelope copies of Speech for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 55)
- (58) LB takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 45(a))

LB

(59) AJS arranges for copy of Speech to be taken to Speaker's Office

AJS

- (60) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, Mrs Gilmore will release on a page-by-page basis to the Press Association and Reuters the specialy side-lined copies of the Speech (provided direct by Mr Collins). Mrs. Gilmore will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
  - (b) In the 4 broadcasting studios (ITN, BBC-TV, BBC radio and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury Official hears (from the Radio 4 live speech broadcast) that the page/ section has been completed.

	(61)	After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 48 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.	PC
	(62) <sub>=</sub>	After Speech has started allow access to Committee Section to representatives of IDT who will pack:	
	*	<ul> <li>270 copies of Speech (supplied by CRU)</li> <li>240 copies of FSBR and Command Papers</li> <li>285 copies of other Depts. Budget Press Notices</li> <li>320 copies of Snapshot</li> <li>230 copies of PEWP (extra 45 to be sent direct to IDT for PEWP Press conference and spares)</li> <li>415 copies of Tsy Press Notices</li> </ul>	PC
	2	- 165 copies of PEWP Press Notices. in envelopes for Press and other callers to collect	RIT
	(63) At end	During Speech: Note changes from typed version	KT I
	(64)	Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 56)	LB
	(65)	Despatch by hand copies of Speech to other members of Cabinet (see Item 57)	DB
	(66)	On instructions from LB, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61)	LB
	(67)	Take 1 copy to Official Reporters	LB
£	(68)	Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal in IG3 Division	DB/MM
	LEAL	Send copies as follows:	PB.
		Speech and Snapshot, Brief Resolutions, Press Notices FSBR Cmd Pape	
		Mr. J. Anson, UKTSD, Washington 1 3 12 3	3

Send 1 copy of each of above papers to: Director of British Information Services, NY

1

Mr. R. Butt UKREP Brussels

Miss J. Collings, British Embassy, Paris. BY 6.00 pm Bag

6

6

(Copies obtained from CS: See Item 45)

(70) Give 8 copies of Speech to AJS for the Libraries of the House of Commons and the House of Lords

LB

(71) Ensure all officials covering the Official Box have copies of the Brief

LB

CHANCELLOR'S OFFICE 4 February 1981



# BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

# BY CHANCELLOR'S OFFICE

There No	C	D 1 11 5000 0540	Other Press	_ F
<u>Item No</u> .	Speech	Resolutions FSBR PEWP	Command Notices	,
a.m.		a u		90 , 1
42	2	- 11		Mr Collins, EB Room 10/3 (via DB)
12.30 p.m.		1		
38/51	27	27 27 <b>f</b> or PM	) 27 -	6
	Single copies as indicated	to be sent by hand to:		,
52	PM (No.10) Chief Secretary Financial Secretary Minister of State (C) Minister of State (L)	Sir Anthony Rawlinson Sir Douglas Lovelock Sir Lawrence Airey	Mr Littler Mr Barratt Mr Byatt Mr Bailey Mr Folger	Mr Hancock Mr Middleton Mr Unwin Mrs Gilmore Mr Bridgeman Mr Battishill Mr Kemp Mr Ridley Mr Cropper Mr Cardona Customs & Excise
	Chancellor's messe		6	Inland Revenue
	6 Snapshot	- 6	6 6	Bank of England
53 (a) (b) 54	15 15 15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	- 15 1 1 1 1 1 1 1 1 1 1 1 1	15 15 15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	RG (via DB) Mr Bush (for N.I.O.) JW PSJ RIT LB
After 57 Lunch 0	Speaking copy l -	1 1	1 1	Chancellor (with Brief) Speaker's Office (via AJS)



Item No.	<u>Sp</u>	eech	Snapshot (with checklist incorporated)	Reso	lutions	FSBR	PEWP	Other Command	Press Notices	
During Speech	15									,
44/48	3(	כ	30 <sup>ø</sup>		=2			2€	i( <del></del>	Press Gallery (via LB)
44/60		5*+	<u> </u>		₩ Ji	-	_	i, <del>j.</del>	) <del>E</del>	ITN
		2*	2 <sup>ø</sup>	10		2 <sup>ø</sup>	1	2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
	13	l <b>*</b> +	-		-	-	-	o <del>∷</del>	9 <del>14-</del>	BBC
		2*	2 <sup>ø</sup>		-	2 <sup>ø</sup>	1	2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
28	10	)*+	· ·		¥ ,	<b>3</b>	_	<b>E</b>		BBC Radio
	2	2*	2 <sup>ø</sup>		=	2 <sup>ø</sup> -	1	2 <b>ø</b>	2 <sup>ø</sup>	Personal copies
	5	5*+	, <del>a</del> , i		<b>=</b> :	-	-	: *#	¥: 3 <b>≔</b>	IRN
	× = 1	1*	1 d		± 2 € 2	l Ø	∘ 1 <sup>ø</sup>	1 ø	1 ø	LBC
			3 8							
At end of Spe		_	-					-	~	
15/68		3	3		-	3	_	3	3	NEDO
	22	3	3		- 0)	3	2	3	3	CBI
		3	3	8 2	-	3	2	3	3	TUC
		3	3	· ·	-	3	2	₫3	± 3	Conservative Research
	£ 13	3	12		-	13	-	13	13	Diplomatic Missions (via MM)
		1	麗 .		·=; >	1	1	1	1 =	Mr Hubback (via M <b>ត្</b> Bush
			1							2
55/64	g	9	~			9-	6	9	Single co LB to:-	opies as indicated via
		+ *	Sectioned			ру			(Except PE Speaker	Sir W Clark
	16.	ø	With final section/	at end o	of speech				Mr Pym Lord Soar	Mr Stewar mes/ (Except PEWP)
			9	==				4114	Mr Foot M	fr Du Cann Mr Joel Barnett
	1		-n <u>_</u> v <b>1</b> 8	. 8 am as	-	ı		1	<u>Press Noti</u> 1	ces (Except PEWP) (Mr Christopher (IRSF)
	<del>7-00</del>					-				

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<u>Item No</u> .	Speed	— (wit	Snapshot th checkli ncorporate	ist 🖳	solution	s FSBR	PEWP	Other Command Papers	Press Notices	· · · · · · · · · · · · · · · · · · ·
At end of speed	ch (c	ontd.)			, E					
65	18	8	v v		i <b>-</b> ë	. <b></b> ii		-	=	Cabinet (except PM Mr Pym, CST Lord Soames)
69	1	9	3	1	3	12	3	<sup>4</sup> 3	3	UKTSD <sup>Ø</sup>
	1		3		3	6	4	6	3	UKREP Brussels
	1		1		1	1		1	1	BIS, NY
	1		1		1	1		1	1	BE. Paris <sup>Ø</sup>
70	8									Mr Salveson (For House Libraries)
Total of above	213	(plus speaking co	9 2 opy)	*1	40	128	- : '3 <b>©</b>	119		Brief: 5  (dwith Brief)
Despatched in A	oulk								Depts PEWP PNs)	* .
48/61/66 62 Other IDT	90 270 - + GE	to provide	120 320 - copies d	irect	to IDT	50 240 -	. 50 <sup>†</sup> 230 <sup>†</sup>	50 240	415(Tsy 165(PEW	er Depts) (for IDT)
Total copies required	573		532		40	41,8	301 <sup>†</sup>	409		

<sup>\*750</sup> additional copies of Treasury and non-Treasury Press Notices (except other Departments' p.e.w.p. notices) will be sent direct to AJS by Departments responsible (see Item 12)

<sup>\*</sup>Reproduced in Chancellor's Office



Mr. Burr Mr. Tolkien Mrs. Broyd

CORRIGENDUM TO NOTE FOR THE RECORD CIRCULATED ON 19 FEBRUARY ABOUT THE DISTRIBUTION OF THE PUBLIC EXPENDITURE WHITE PAPER

Please add "Sir William Clark" and delete "NEDO" to the list of recipients of the PEWP that the Chancellor's Office will distribute.

(D.J. BARTON)

24 February 1981



Mr. Wiggins Mr. Hall Mr. Tolkien Miss Birnie	Mr. Ridley Mr. Cropper Mr. Cardona Mr. Unwin	Mr. Mortimer Mrs. Hedley-Miller Mr. Dyer Mr. Warner
Mr. Barton	Mr. Bottrill	Mr. Collinson
Mr. McSharry	Mr. Folger	Mr. B.D. Smith
Mr. Bennett	Mr. MacAuslan	Mr. Chambers
Mr: Butcher	Mr. Way	Mr. Batchelor
Mrs. Scott	Mr. Davies	Mr. Bobsin
Miss Taylor	Mr. Mower	
Mr. Pirie	Mr. Godfrey	Ian Stewart, MP
Mr. Watts	Mr. Browning	•
Mr. Locke	Mr. Page	PS/Inland Revenue
Mr. Warden	Miss Partridge	PS/Customs & Excise
Mr. Felstead	Mr. Haydon	
Mr. J. Taylor	Mr. Mercer	
Mr. Ellis	Mrs. Broyd	
Mr. Brotherton	Mr. Battishill	

#### BUDGET AIDE MEMOIRE : CHANCELLOR'S OFFICE TIMETABLE

There have been a number of changes, some important, some minor, to the arrangements set out in the annex to my minute of 12 March.

- 2. Most importantly, the numbers of the various documents required have changed significantly. Louise Birnie will be writing to outside departments, but the Chancellor's departments are asked to study the revised annex (attached) very carefully. I very much hope that these revised arrangements will be positively final!
- 3. Apart from the new annex, which should be substituted for the earlier version, the following amendments should be made:-

Dan = --- + -

Cover sheet to aide memoire
Initial table should be amended as follows:-

	Office Office	CRU	Parliam Sect	
Speech and Checklist Snapshot (all produced i	213 n	370	Mr. Dyer	
Private Office		400	make his	own
Resolutions	55	-	arrangem	ents
FSBR	128	250		
Command Papers	119	250		
Press Notices	69	700 350	(Tsy) (Non-Tsy)	/Code
Brief	8	_		





Add to Code

PΒ

Phil Butcher

(5597)

Substitute

MM

Mike Mercer

(4696)

for Margaret O'Mara

Distribution

Substitute Mrs. Broyd (PE) for Miss Peirson

Item (12)

Total numbers of all press notices required by the Chancellor's Office should now be 75. Totals should be amended accordingly.

### <u>Item (15)</u>

Amend second half to read:

- (b) DM to arrange with Principal in IG3 Division (MM) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (11 sets in all)
- (c) DM to arrange with Mr. MacAuslan for him to pick up 1 copy each of Speech, FSBR, Resolutions, Command Papers and press notices for Mr. Hubback, Clerk to the Treasury and Civil Service Committee.

### (Item 27)

For "33" read "34".

Add Mr. Folger to list of officials, and substitute "22" for "21"

#### (Item 39)

Substitute "30" for "29", "21" for "20" and "4" for "3" (Private Secretaries)

#### (Item 40)

For "194" substitute "220" and for "464" substitute "500"



#### (Item 43)

For "340" read "370"

The items in brackets should be "49" and "63".

For "194" substitute "220"

Delete final sentence

### (Item 45(b))

Add at end "to be handed over at end of speech"

## Item (45(c))

After "2 separate envelopes" insert "containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, and delete this passage at end.

# Item (45(d))

For "4" copies substitute "10 copies" Redraft final part of this sub-item as follows:-

- "2 envelopes, each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
  - (1) Dominick Harrod
    BBC Economic Correspondent
  - (2) Producer, PM Budget Special
    NB: To be handed over at end of Chancellor's Speech

### Item (46)

Numbers should be 58, 130, and 120, and NOT 43, 114, and 105

# Item (47)

Numbers should be 128, 119, and 55, and  $\underline{NOT}$  114, 105, and 43

# Item (48)

Read "400" for "385". Add: "(see also item 40)"

# Item (49)

In front of "50 copies of Snapshot ..." insert "30 copies of Speech and ......"



### Item (49) contd.

For "Mr. Davies" substitute "Miss Partridge"

#### Item (52)

"25" should read "26".

"See Annex for list (20) should read "See Annex for list (21)"

### Item (54)

Add below existing item:

"l set as above to Mr. MacAuslan (for Northern Ireland Official)

### Item (56)

Add the following names to the list:-

Mr. Joel Barnett, Chairman PAC

Mr. Edward Du Cann, Chairman Treasury & CSD Select Committee

### Item (62)

Insert "press gallery" before "lobby and ...."

#### Item (63)

Substitute "165" for "150"

#### Item (69)

Delete "Australian and New Zealand High Commissions .... to end Redraft as follows:

"Diplomatic Missions to Principal in IG3 Division, and for Mr. Hubback to Mr. MacAuslan (see Item (15))

DB/MM

I apologise for the large number of amendments. There are, however, honourable precedents.

(M.A. HALL)

18 March 1980

### BUDGET PAPERS: COPIES HANDLED ON BUDGET DAY

# BY CHANCELLOR'S OFFICE

9	Item N	o. (with	Speech checklist	)	Resolution	ns FSBR	Command Papers	Press Notices	
a.m.	43	W.	2						Mr. Way, EB Room 10/3 (via DB)
12.30	pm 19/52		26		26	26	26.	-	
		Single	copies as	indicated to	be sent by har	nd to:			
			Minister o		Sir Douglas Mr. Ryrie Mr. Burns Sir Kenneth Sir Anthony Sir Douglas Sir Lawrence	Couzens Rawlinson Lovelock	Mr. Ba Mr. Ba Mr. Ba	ailey . Jones	Mr. Hancock Mr. Middleton Mr. Unwin Mr. Davies Mr. Battishill Mr. Ridley Mr. Cropper Mr. Cardona
	53			to send messer llor's messeng		6	6	~	Customs & Excise
			6		-	6	6	_	Inland Revenue
			6		<b>#</b>	6	6	6	Bank of England
	54 ( 55	(a) b)	18 1 1	Snapshot 18 1 1	- 1 1	18 1 1	18 1 1	18 1	PGD (via DB) Mr.MacAuslan (for N.I.O.)
			1	1	1	1	1	1	MAH
			1	1	e e e voltones	2 : 2 : 1 : 2	<u> 1</u>	<u>1</u>	RIT LB
After	5.7	Ş	peaking co	ру	1	1	1	1	Chancellor (with Brief)
lunch	6.0		1	· _	-	-	-	-	Speaker's Office (via BOD)

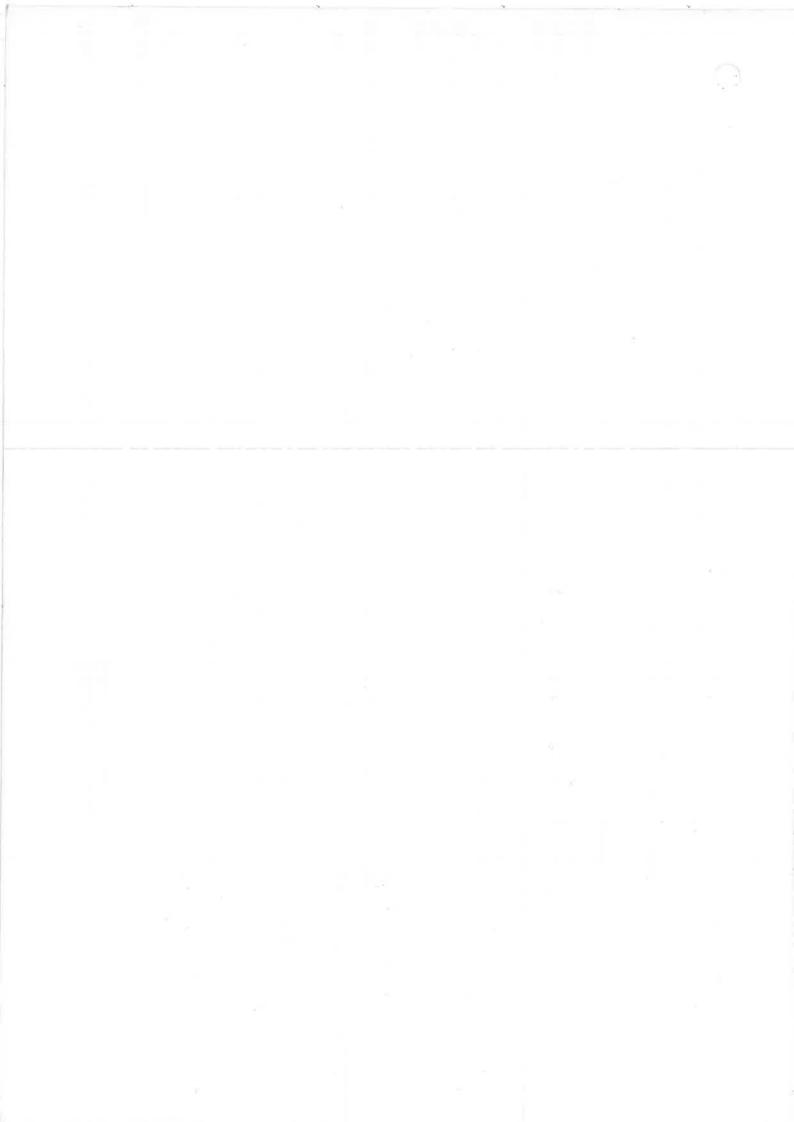
Item No.  During Spe	(with Speech checklist)	Snapshot	Resolutions	FSBR	Command Papers	Press Notices	
	30*	30 <sup>ø</sup>	-		_		Drogg Collows (wie ID)
45/59 45/61	16*+	90	_	_	_	· <del>-</del>	Press Gallery (via LB)
49/01	2*	- 2 <sup>ø</sup>	. <del>-</del>	- 2 <sup>ø</sup>	2. ø	2 <sup>ø</sup>	ITN
	11*+	-			2		Personal copies
	2*	2 <sup>ø</sup>	1 <u>-</u> 1	24	<u>-</u>		BBC
		2	; <b>=</b> )	2ø	2 <b>ø</b>	. 2ø	Personal copies
	10*+	- 2 <sup>ø</sup>	( <del>_</del> )	= -	-	-	BBC Radio
	2*	2	-	2ø	2 · Ø	2ø	Personal copies
	5*+	_ 1	: <del>-</del> :	- d	- 1 Ø	_ 	IRN
	1*=	T	s <del>.−</del> 8	lø	T	1	LBC
At end of	Speech						
15/69	3	3	1	3	3	3	NEDO
	3	3	1	3	3	3	CBI
	3	3	1	3	3	3	TUC
	3	3	1	3	3	3	Conservative Research
	11	11	11	11	11	11	Diplomatic Dept. Missions (via MM)
	. 1	-	1	1	1	1	Mr. Hubback (via Mr.Mac- Auslan)
56/65	9	<u>=</u>	=	9	9	Single of LB to:	copies as indicated via
			5				Mr. Healey Sir W. Clark John Stevas Mr. Stewart Ames/Earl Ferrers Laghan Mr. Du Cann Mr. Joel Barnett
**	ï +Inclu *Secti	des 1 marked u	p and unstaple	d copy	1	l (T	Mr. Christopher (IRSF)
			at end of spee	ch		2	



Item No. (wit	Speec h check		Resolutions	FSBR	Command Papers	Press Notices		
At end of speec	h (cont	d.)						
66	18		,-	-	-		Cabinet (e: Mr. St.J. : Lord Soame Transport	xcept PM Stevas, CST, s) Minister of
70	1	3	3	12	3	3	UKTSD Ø	
	1	3	3	6	6	3	UKREP Brus	sels Ø
	1	1	1	1	1	1	BIS, NY Ø	
	1	1	1	1	1	1	BE, Paris ¢	
71	8			មិននិងនេះ Eli			Mr. Dyer Ø	(For House Libraries)
Total of above		(plus 90 Speaking copy)	55	128	119	69	Brief: 5	ief)
Despatched in by CRU	bulk							
49/62/67	115	150		85	85	100		Mr.Batchelor
63 Other IDI	255 -	250		165 -	165 -	250 350 (Treas	sury only)	in CRU (for IDT)
Total copies required	583	490	55	<b>3</b> 7.8	36 <b>9</b>	,	nsury*) Treasury)* <u>ef</u> : 8	

<sup>750</sup> additional copies of Treasury and non-Treasury Press Notices (except other Departments p.e.w.p. notices) will be sent direct to BOD by Departments responsible (see Item 12\_

<sup>\*</sup>Reproduced in Chancellor's Office





Mr. Wiggins

Mr. Hall

Mr. Tolkien

Miss Birnie

Mr. D. Barton

Mr. D. McSharry

Mr. C. Bennett

Mrs. Scott

Miss P. Taylor

Mr. A.C. Pirie

Mr. R. Watts

Mr. Locke

Mr. Warden

Mr. Felstead

Mr. J. Taylor

Mr. Ellis

Mr. Brotherton

Mr. Ridley

Mr. Cropper

Mr. Cardona

Mr. Unwin

Mr. Bottrill

Mr. Folger

Mr. MacAuslan

Mr. Way

Mr. P.G. Davies

Mr. Mower

Mr. Godfrey

Mr. Browning

Mr. Page

Miss Partridge

Mr. Haydon

Miss Peirson

Mr. Battishill

Mr. Mortimer

Mrs. Hedley-Miller

Miss O'Mara

Mr. Dyer

Mr. Warner

Mr. Collinson

Mr. B.D. Smith

Mr. Chambers

Mr. A. Batchelor

Mr. Bobsin

Ian Stewart, MP

PS/Inland Revenue

PS/Customs & Excise

## BUDGET AIDE MEMOTRE: CHANCELLOR'S OFFICE TIMETABLE

I attach a copy of this year's Budget Aide Memoire. It is substantially different from the document issued in previous years, and I should be grateful if all recipients would read it carefully and let me know of any errors or omissions.

- 2. The most substantial difference this year is that the Public Expenditure White Paper will be published on Budget Day. This will greatly increase the volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).
- 3. The other main difference is of the procedure for handling the various documents (see Items 12 and 16). This office will be deluged with paper, and we are therefore asking Treasury



Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, H.M. Treasury. Only the numbers listed in the Annex for handling by the Private Office - 194 Speeches, 79 snapshots, 43 Resolutions, 114 FSBRs, 105 Command Papers (including PEWP), 51 sets of all press notices, and 8 Budget briefs should be sent here.

4. Not many people with previous experience of the nuts and bolts of the Budget will be available this year. I think therefore that it will be helpful to have a final run-through the Aide Memoire immediately before the Budget, and I shall set something up next week for those immediately concerned.

mms.

(M.A. HALL) 12th March 1980

Total number of p	papers distrib	uted under t	hese a:	rrangements	(see Annex)
Speech and Che	ecklist	Private Office 194	CRU 340	Parli Sec	amentary etion
Snapshot ( <u>all</u> Pr Resolutions FSBR Command Papers Press Notices	rivate Office)	79 43 114 105 51	385 - 235 235 700	Mr. D will his c	make
Code Brief	MO'M PC BOD PGD SG DM DB BU MAH JEM LB CS PT JW CU GW AB	Margaret O Peter Cham Brian Dyer Peter Davi Stanley Go Dave McSha David Bart Brian Unwi Martin Hal Jamie Mort Louise Bir Chris Scot Pat Taylor John Wiggi Central Un G. Way Tony Batch	'Mara bers  es dfrey rry on n limer nie t ns it	(4621) (5359) (4749) (3443) (7616) (5597) (5512) (3016) (548) (54836) (5482) (4262) (3836) (57426) (4946)	
Distribution:	WPU (Further copie			unit (8884) om David Ba:	rton)
Chancellor's Offinger. Wiggins Mr. P. Butcher Mr. D. Barton Mr. M.A. Hall Miss L. Birnie Mrs. Scott Miss Taylor Mr. D. McSharry Mr. C. Bennett	Mr. A.C. Mr. R. W Mr. Lock Mr. Ward Mr. Fels Mr. J. T PS/Custo	Vatts te len stead laylor oms & Excise ad Revenue .s cherton	M M M M M	r. Unwin r. Bottrill r. Folger r. MacAuslan r. Way an Stewart, iss Peirson	n MP
Parliamentary Secondr. Dyer Mr. Warner	Mr. Card		ΪΑΊ	r. Nelson	
FP Mr. Battishill Mr. Mortimer  OF Mrs. Hedley-Mille Miss O'Mara (Item	Accounts Mr. Coll Mr. B.D. er (Item 27) as 15 and 69)	inson		hambers atchelor obsin	Mr. Davies Mr. Mower Mr. Godfrey Mr. Browning Mr. Page Miss Partridg

Mr. Haydon

CHANCELLOR'S OFFICE 12 March, 1980

Prepa	aration in weeks before the Budget	
(1)	Arrange audience of The Queen with her Private Secretary	MAH
(2)	Arrange for sufficient 3600 machines, stocks of white and coloured paper and a mechanic on call to be available from Sunday.	DB/AB
(3)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office	SG
(4)	Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 25th March and on Budget Day.	MAH/JEM
(5)	Submit publicity arrangements to Chancellor	PGD
(6)	Send off letters establishing arrangements for providing Press Gallery, P.A. and Reuters with Speech section by section	SG
(7)	Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by BOD)	BOD/LB
(8)	CU in consultion with BOD circulate note commissioning press notices from Treasury and Revenue Departments. LB writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day.	CU/LB/BOD
(9)	Arrange for laying of White Papers, etc.	BOD
(10)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips	JW
(11)	Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate	LB
(12)	Two weeks before Budget Day, LB writes to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:-	LB/CU
	Treasury PNs Total required 1,510	
	Vote Office 750 Chancellor's Office 60	
	IDT and Treasury Mailing lists 700	
	Other Departments PNs (except those relating to public ex	penditure te paper)
	Vote Office 750 IDT 350 Ch's Office 60 Other Departments' PNs On PEWP	
	IDT 350 Ch's Office 60	

(13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on 24th March and on the night before the Budget, grouping staff by areas but ensuring that eatra cars are available if necessary; also car to take MAIR, RT and LE with Speech sections to House at 3.00 p.m. on Budget Day  (14) Prepare addressed envelopes or Labels for those listed below under Items 15, 45, 49, 52, 56 and 70 cs  (15) Make arrangements for those entitled to collect copies of Speech, snapshot, FSBR, Resolutions and Command papers from Enquiry Room after the Chancellor has sat down. viz:-  N.E.D.O. (211 3000) (Bach to have 3 copies of Speech, C.B.I. (930 6711 311) (Snapshot, FSBR, Command Papers, T.U.C. (636 4030) (Any Press Notices and 1 copy) (Conservative Research (122 9000)) Principal in EFT Division for issue to Australian and New Zealand High Commissions (1 copy of each of above documents) (10) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E., Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 24 March at the latest.  (17) Thursday 20th March Transfer Endget Speech to word-processing unit JW/AB Friday 21st March  Friday 21st March  (19) Submit draft Checklist to Chancellor's Office CU  (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.  (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office  Mr.Cropper/FGD			
(15) Make arrangements for those entitled to collect copies of Speech, snapshot, FSBR, Resolutions and Command papers from Enquiry Room after the Chancellor has sat down. viz:-  N.E.D.O. (211 3000)	(13)	basis to take staff home on 24th March and on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MAH, RT and LB with Speech sections to House at	LB
of Speech, snapshot, FSBR, Resolutions and Command papers from Enquiry Room after the Chancellor has sat down. viz:-  N.E.D.O. (211 3000)	(14)		CS
C.B.I. (930 6711 311) )Snapshot, FSBR, Command Papers, T.U.C. (636 4030) ) any Press Notices and 1 copy Conservative Research ) of Resolutions Department (222 9000) )  Principal in EFI Division for issue to Australian and New Zealand High Commissions (1 copy of each of above documents) Miss O'Mara  (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E., Treasury Divisions and other Departments for correct number of copies LB of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 24 March at the latest.  (17) Thursday 20th March Transfer Budget Speech to word-processing unit JW/AB Friday 21st March  (18) Send copy of latest draft of Speech to PM if Chanceller wishes and to BOD JW  (19) Submit draft Checklist to Chancellor's Office CU  (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box. GW/RIT  (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office BU/CU	(15)	of Speech, snapshot, FSBR, Resolutions and Command papers	DM
and New Zealand High Commissions (1 copy of each of above documents)  (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E., Treasury Divisions and other Departments for correct number of copies and the Interest Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 24 March at the latest.  (17) Thursday 20th March Transfer Budget Speech to word-processing unit Transfer Budget Speech to word-processing unit Transfer Budget Speech to PM if Chancellor wishes and to BOD  (18) Submit draft Checklist to Chancellor's Office CU  (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.  (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office  (22) Submit Sinel dwaft of TV mounts is available.		C.B.I. (930 6711 311) )Snapshot, FSBR, Command Papers T.U.C. (636 4030) )any Press Notices and 1 copy Conservative Research )of Resolutions	
Counsel's Office, IR, C & E., Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 24 March at the latest.  (17) Thursday 20th March Transfer Budget Speech to word-processing unit JW/AB Friday 21st March  (18) Send copy of latest draft of Speech to PM if Chancellor wishes and to BOD JW  (19) Submit draft Checklist to Chancellor's Office CU  (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.  (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office BU/CU		and New Zealand High Commissions (1 copy of each	ss O'Mara
Transfer Budget Speech to word-processing unit  Friday 21st March  Send copy of latest draft of Speech to PM if Chancellor wishes and to BOD  (19) Submit draft Checklist to Chancellor's Office  (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.  (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office  (22) Submit final draft at TW arrank if available	(16)	Counsel's Office, IR, C & E., Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate	LB
Send copy of latest draft of Speech to PM if Chancellor wishes and to BOD  (19) Submit draft Checklist to Chancellor's Office  (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.  (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office  (22) Submit final draft of TW recess is a swilled.	Frida	Transfer Budget Speech to word-processing unit	JW/AB
(20 EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.  (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office  (22) Submit final draft of TV received and the State of TV rec		Send copy of latest draft of Speech to PM if Chancellor wishes and to BOD	JW
Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.  (21) Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office  BU/CU	(19)	Submit draft Checklist to Chancellor's Office	CU
Budget Cabinet) Submit to Chancellor's Office BU/CU	(20	Brief. Chancellor's Office to receive 2 copies of	Ġ₩/RIT
(22) Submit final draft of TV speech if available Mr.Cropper/PGD	(21)	Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office	BU/CU
	(22)	Submit final draft of TV speech if available Mr.C	ropper/PGD

DB

GW

JW

Satur	day before Budget					
(23)	Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.					
	Work as necessary to produce final version of Speech (Word processing unit available all day)					
	Chancellor: photo-call in Surrey					
(24)	Type Chancellor's speaking copy of Speech section by section on A4 paper	AB/WPU				
(25)	Type Checklist on A4 paper	CS				
(26)	Check and make corrections in Chancellor's speaking copy, section by section Office	ellor's e/WPU				
(27)	Roll off and collate 33 copies of speech for:	PT				
	<ul> <li>Private Secretaries (3)</li> <li>EB (3 copies) - to check Brief,         Snapshot and guidance telegrams</li> <li>Mrs. Hedley-Miller - to prepare telegrams         to overseas Governments:</li> </ul>	÷				
	(a) Chancellor to EEC Finance Ministers					
	EEC Commissioner for Financial and Monetary Affairs					
	MD of IMF					
	Finance Ministers in US, Japan and Canada					
	(b) Sir Douglas Wass to Members of Co-ordinating Committee					
	<ul> <li>Governor, Treasury Ministers (5)</li> <li>Permanent Secretaries, PS/IR, PS/C &amp; E, Deputy Secretaries, Mr. Unwin, Mr. Battishill, Mr. Davies Mr. Dyer, Mr. Ridley, Mr. Cropper, Mr. Cardona</li> </ul>	s, (21)				
	Arrange with GW for EB's copies to be delivered on Saturday	LB/GW				
(28)	Send speaking copy and spare to Chancellor	JW				
	Monday 24th March					
(29)	9.00 a.m. Ensure that copies circulated by hand as					

Chancellor's Office to receive from EB 2 copies of near-final draft of Brief, Snapshot during

Inform IDT of likely length of speech to guide

in item 27

radio/TV

course of day

(30)

(31)

	(32)	By 2 p.m. start amending speech as necessary	WPU
	(33)		eellor's ffice
	(34)	Chancellor due at Buckingham Palace, 6.30 p.m.	
	(35)	<u>-</u>	ancellor rnight)
	(36)	Receive Snapshot from EB(GW) for checking	MAH/GW
	Tuesd	ay 25th March	
	(37)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised.	JW/WPU
	(38)	Final check of Snapshot before collating, and of Checklist (in front of Speech)	MAH
	(39)	Photocopy 29 copies of final text, section by section, for  - Chancellor - Prime Minister - Treasury Ministers (4) - Officials and Advisers (20 - listed in annex) - Private Secretaries (3)	РТ
	(40)	Roll off 194 copies of speaking copy, section by section and 464 copies of snapshot (white paper)	PT/CRU
	BUDG	ET DAY: Wednesday 26th March	
٤	(41)	Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers)	SG
	(42)	0930 : Budget Cabinet	
	(43)	By ll a.m. the master copy of Speech is to be given to AB in the CRU for 340 copies to be rolled off for distribution to the Lobby, Overseas Press and Press Gallery in House of Commons and to IDT (see Items 51 and 64). From Private Office production of Speech (194 copies) send 2 copies by hand to GW (EB Room 10/3) as soon as possible to be marked up for PA/Reuters/radio/TV). Chancellor's Office to deliver 385 copies of snapshot to AB in CRU	AB/DM

- (44) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex
- (45) Prepare packages as follows:

PB/CS

- (a) Press Gallery via LB (see also item 59)
  - 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - l copy of Snapshot with each final section (i.e. 30 snapshots)

## (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- l unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Producer, ITN Budget Programme
  - 2. Peter Hall, Editor 'Oracle' News services

### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- l unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 separate en velopes, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. Peter Hobday

and to be handed over at end of Speech, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices

# (d) BBC Radio, Broadcasting House

- 4 copies of sectioned version of Speech, in separate envelopes, each marked with number of section
- l unstapled copy of speech with sidelines and headlines for page-by-page distribution
- 1 envelope containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:

Dominick Harrod BBC Economics Correspondent

NB: This envelope to be handed to Mr. Harrod at end of Chancellor's Speech

- (c) Independent Radio News (see also items
  - 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
  - l unstapled speech with sidelines and headlines for page by page distribution\*
  - 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr. Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

4 'marked-up' copies of Speech (unstapled) are to be provided by Mr. Way to Mrs. C. Scott by 2.30 p.m. (Mr. Way will also supply 2 copies to PGD for P.A. and GW Reuters)

(46) Check arrival in Chancellor's Office of 43 copies of Resolutions from Parliamentary Counsel's Office, 114 copies of FSBR from Treasury Accountant, 105 copies of Command papers and 8 Briefs (from EB - first 3 to JW, RIT and MAH) 

DB/DM

- (47)Issue 114 copies of FSBR, 105 copies of Command papers, 43 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution DB/CS as in Annex. (Other 3 Briefs to JW, MAH and RIT)
- (48) 385 copies of snapshot to be taken to AB in the CRU DMto be packed in parcels as in Items 49 and 62.
- (49)CRU pack up documents indicated in parcels addressed PC as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

50 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, FSBR and Command Papers and 60 copies of snapshot and Press Notices to PGD (for Lobby Conference)

40 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to Mr. Davies (for Overseas Press Conference).

The above parcels should then be packed for transmission to the House (see item 62)

(50) Start collation of full text of Speech with index and checklist Clerks and Typists (51) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last BOD (52) By 12.30 p.m.: Make up and despatch SECRET envelopes CS containing I copy each of Speech, FSBR, Resolutions, Command Papers to:-Prime Minister Chief Secretary Financial Secretary 25 Ministers of State Officials, etc. (See Annex for list (20)) Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JW (N.B. This would mean a commensurate increase in the number of copies needed) (53) At 12.30 p.m.: SECRET envelopes containing Speech, FSBR and Command Papers to be given to messengers from: -- Customs & Excise (6 copies of each) Inland Revenue (6 copies of each) - Bank of England (6 copies of each plus 6 copies of press notices) (LB to arrange that these messengers come to the LB Chancellor's messengers' lobby) (54) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices DM/GW to be issued to PGD for allocation to members of IDT (Copies of Brief will be (and monitoring teams. sent direct to PGD by EB) (55) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices CS to be given to JW, MAH and RIT, and of speech

CS

only to LB

(56) 1 set each of Speech, FSBR, Command Papers in

sealed envelopes addressed to:

Ð

2

Speaker
Leader of the House of Commons

Leader of the House of Lords (or acting Leader, Earl Ferrers)

Leader of the Opposition (Mr. Callaghan)
Shadow Chancellor (Mr. Healey)
Chancellor's PPS (Mr. Ian Stewart, MP)
Mr. Christopher (IRSF) - plus Press Notices
Sir William Clark (Chairman of Conservative
Finance Committee)

to be given to LB to take to House (to be given out after Speech)

(57) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers and Press Notices

JW

Budget Day : After lunch

- (58) Envelope copies of Speech for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 56)
- (59) LB takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech).

  (See also item 45(a))
- (60) BOD arranges for copy of Speech to be taken BOD to Speaker's Office
- (61) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, Mr. Davies will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by Mr. Way).

    Mr. Davies will also authorise the release of the 30 sectioned copies of the Speech by the members of IDT on duty outside the Press Gallery.
  - (b) In the 4 broadcasting studios (ITN, BBC-TV, BBC radio and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury Official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.

(62)	After Speech has started Security Guard and messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 49 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to lobby and overseas press conferences.	PC
(63)	After Speech has started allow access to Committee Section to representatives of IDT who will pack:	
	- 255 copies of Speech (supplied by CRU)	PC
	- 150 copies of FSBR and Command Papers	
	- 250 copies of all Press Notices and snapshot	
	in envelopes for Press and other callers to collect.	
(64)	During Speech: Note changes from typed version	RIT
	d of Speech:	
(65)	Give 7 sets of Speech etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see item 5.6)	LB
(6 <sup>6</sup> )	Despatch by hand copies of Speech to other members of Cabinet (see item 58)	DB
(67)	On instructions from LB Security Guard (in PPS's Room) will hand over complete copies of Speech etc. to IDT (see Items 49 and 62)	LB
(68)	Take 1 copy to Official Reporters	LB
(69)	Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal in OFG2 Division.	DB/MO'M
(70)	Send copies as follows:	DM
	Speech and Snapshot,  Brief Resolutions, FSBR Cmd  Press Notices	Papers
	Mr. J. Anson	

	ech and rief	Resolutions, Press Notices	FSBR	Cmd Papers
Mr. J. Anson UKTSD, Washington	1	3	12	3
Mr. G.E.Fitchew UKREP Brussels	1	3	6	6

Send 1 copy of each of above papers to:-

Director of British Information Services, NY Miss J. Collings, British Embassy, Paris. By 6.00 pm bag (Copies obtained from CS: see Item 46)

(71)	Give 8 copies of Speech to BOD for the libraries	LB
	of the House of Commons and the House of Lords	
(73)	Ensure all officials covering Official Box have	LB

CHANCELLOR' OFFICE 12 March 1980





Mr. Wiggins Mr. Hall Mr. Tolkien Miss Birnie Mr. Barton Mr. McSharry Mr. Bennett Mr. Butcher Mrs. Scott Miss Taylor Mr. Pirie Mr. Watts Mr. Locke Mr. Warden Mr. Felstead Mr. J. Taylor Mr. Ellis	Mr. Ridley Mr. Cropper Mr. Cardona Mr. Unwin Mr. Bottrill Mr. Folger Mr. MacAuslan Mr. Way Mr. Davies Mr. Mower Mr. Godfrey Mr. Browning Mr. Page Miss Partridge Mr. Haydon Mr. Mercer Mrs. Broyd	Mr. Mortimer Mrs. Hedley-Miller Mr. Dyer Mr. Warner Mr. Collinson Mr. B.D. Smith Mr. Chambers Mr. Batchelor Mr. Bobsin  Ian Stewart, MP  PS/Inland Revenue PS/Customs & Excise
Mr. Ellis Mr. Brotherton	Mrs. Broyd Mr. Battishill	

# BUDGET AIDE MEMOIRE : CHANCELLOR'S OFFICE TIMETABLE

There have been a number of changes, some important, some minor, to the arrangements set out in the annex to my minute of 12 March.

- 2. Most importantly, the numbers of the various documents required have changed significantly. Louise Birnie will be writing to outside departments, but the Chancellor's departments are asked to study the revised annex (attached) very carefully. I very much hope that these revised arrangements will be positively final!
- 3. Apart from the new annex, which should be substituted for the earlier version, the following amendments should be made:-

Cover sheet to aide memoire
Initial table should be amended as follows:-

	Private Office	CRU	Parliamentary Section
Speech and Checklist Snapshot (all produced i	213 n	370	Mr. Dyer will
Private Office	) 90	400	make his own
Resolutions	55		arrangements
FSBR	128	250	
Command Papers	119	250	
Press Notices	69		(Tsy) /Code
720		350	(Non-Tsy)
Brief	8	-	w *



### (Item 43)

For "340" read "370"
The items in brackets should be "49" and "63".
For "194" substitute "220"
Delete final sentence

# (Item 45(b))

Add at end "to be handed over at end of speech"

### Item (45(c))

After "2 separate envelopes" insert "containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, and delete this passage at end.

### Item (45(d))

For "4" copies substitute "10 copies"
Redraft final part of this sub-item as follows:-

- "2 envelopes, each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
  - (1) Dominick Harrod BBC Economic Correspondent
  - (2) Producer, PM Budget Special

    NB: To be handed over <u>at end</u> of Chancellor's Speech

# Item (46)

Numbers should be 58, 130, and 120, and NOT 43, 114, and 105

# Item (47)

Numbers should be 128, 119, and 55, and  $\underline{\text{NOT}}$  114, 105, and 43

# Item (48)

Read "400" for "385". Add: "(see also item 40)"

# Item (49)

In front of "50 copies of Snapshot ... " insert "30 copies of Speech and ..... "





#### Item (49) contd.

For "Mr. Davies" substitute "Miss Partridge"

#### Item (52)

"25" should read "26".

"See Annex for list (20) should read "See Annex for list (21)"

#### Item (54)

Add below existing item:

"I set as above to Mr. MacAuslan (for Northern Ireland Official)

#### Item (56)

Add the following names to the list:-

Mr. Joel Barnett, Chairman PAC

Mr. Edward Du Cann, Chairman Treasury & CSD Select Committee

#### Item (62)

Insert "press gallery" before "lobby and ...."

#### Item (63)

Substitute "165" for "150"

#### Item (69)

Delete "Australian and New Zealand High Commissions .... to end Redraft as follows:

"Diplomatic Missions to Principal in IG3 Division, and for Mr. Hubback to Mr. MacAuslan (see Item (15))

DB/MM

I apologise for the large number of amendments. There are, however, honourable precedents.

(M.A. HALL)

18 March 1980





Add to Code

PΒ

Phil Butcher

(5597)

Substitute

MM

Mike Mercer

(4696)

for Margaret O'Mara

Distribution
Substitute Mrs. Broyd (PE) for Miss Peirson

Item (12)
Total numbers of all press notices required by the Chancellor's
Office should now be 75. Totals should be amended accordingly.

#### Item (15)

Amend second half to read:

- (b) DM to arrange with Principal in IG3 Division (MM) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (11 sets in all)
- (c) DM to arrange with Mr. MacAuslan for him to pick up 1 copy each of Speech, FSBR, Resolutions, Command Papers and press notices for Mr. Hubback, Clerk to the Treasury and Civil Service Committee.

# (Item 27)

For "33" read "34".

Add Mr. Folger to list of officials, and substitute "22" for "21"

#### (Item 39)

Substitute "30" for "29", "21" for "20" and "4" for "3" (Private Secretaries)

### (Item 40)

For "194" substitute "220" and for "464" substitute "500"



Many deck finally May for anedist erg. minute are find Part 6/ ma pp +

Jeve 1 to distribute p!

My 12/3



BUDGET 1980 : CHANCELLOR'S OFFICE TIMETABLE see Amex Offica CKU Speech and Checklist Snapshot M Mahu Resolutions 43 FSBR 114 235 Command Papers 105 235 Press Notices Tsy. 700 1 Non-Ty Brief 4621 Code Mo'N Margaret O'Mara (3942)PC Peter Chambers (5359) BOD Brian Dyer (4749) PGD Peter Davies (3443)SG Stanley Godfrey (7616) DMDave McSharry (5597) David Barton DB (5512)BU Brian Unwin (3016)HAM Martin Hall (5418)JEM Jamie Mortimer (7393)LB. Louise Birnie (5487)CS Chris Scott (4262)PTPat Taylor (3836) JW John Wiggins (5728)CU Central Unit (3942)G. Way Tony Batchelor GW (7426)AB (4946)WPU Word processing unit (8884) Distribution: (Further copies are available from David Barton) Chancellor's Office Other Private Offices, &c. Central Unit/EB Mr. Wiggins Mr. A.C. Pirie Mr. Unwin Mr. P. Butcher Mr. D. Barton Mr. R. Watts Mr. Bottrill Mr. Locke Mr. Folger Mr. M.A. Hall Mr. Warden Mr. MacAuslan Miss L. Birnie Mr. Felstead Mr. Way Mrs. Scott Mr. J. Taylor Miss Taylor PS/Customs & Excise Mr. D. McSharry PS/Inland Revenue Mr. C. Bennett Mr. Ellis Mr. Brotherton Ian Stewart, MP Miss Peirson (GE) Mr. Cropper Mr. Ridley Mr Wellon Mr. Cardona Parliamentary Section Mr. Dyer Mr. Warner FP Accounts EO IDT Mr. Battishill Mr. Collinson Mr. Chambers Mr. Davies Mr. Mortimer Mr. B.D. Smith Mr. Batchelor Mr. Mower Mr. Bobsin Mr. Godfrey OF

Mr. Browning

Miss Partrice

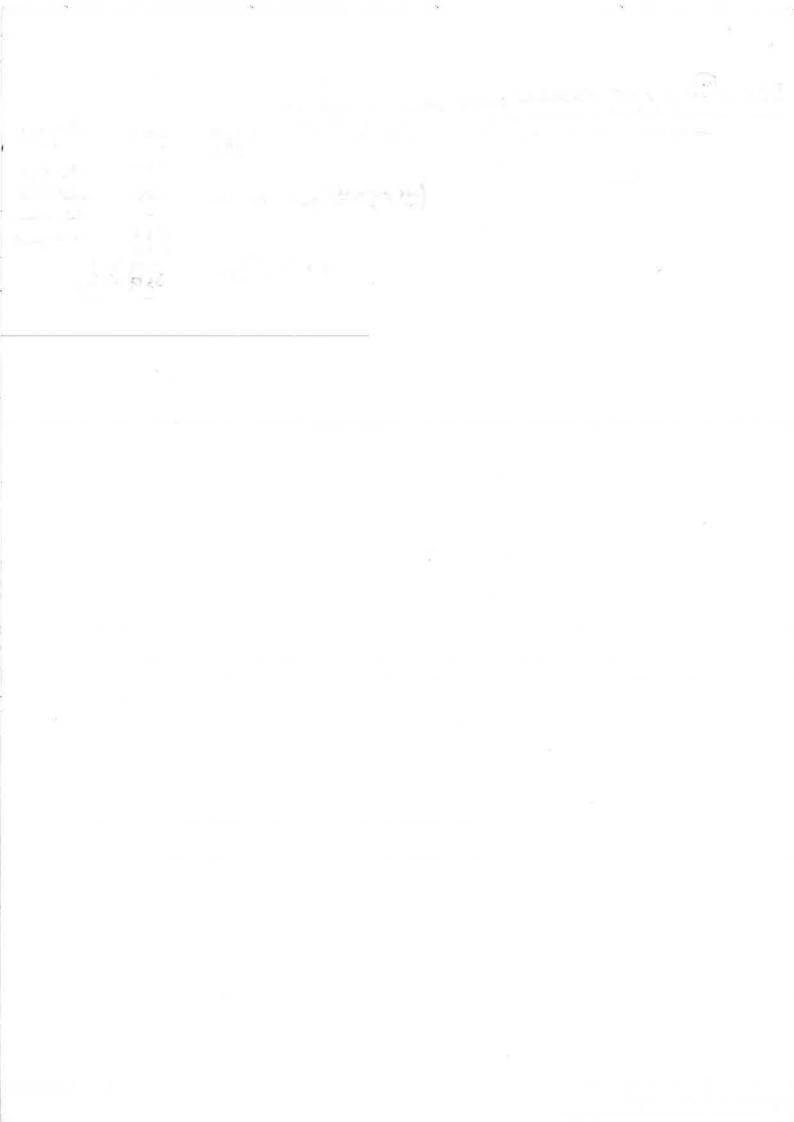
Mr. Haydon

Mr. Page

CHANCELLOR'S OFFICE 127th March, 1980

Mrs. Hedley-Miller (Item 27)

Miss O'Mara (Items 15 and 69)



7.	aration in weeks before the Budget	
(1)	Arrange audience of The Queen with her Private Secretary	MAH
(2)	Arrange for sufficient 3600 machines, stocks of white and coloured paper and a mechanic on call to be available from Sunday.	DB/AB
(3)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office	SG
(4)	Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 25th March and on Budget Day.	MAH/JEM
(5)	Submit publicity arrangements to Chancellor	PGD
(6)	Send off letters establishing arrangements for providing Press Gallery, P.A. and Reuters with Speech section by section	SG
(7)	Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by BOD)	BOD/LB
(8)	CU in consultion with BOD circulate note commissioning press notices from Treasury and Revenue Departments.  LB writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day.	CU/LB/BOD
(9)	Arrange for laying of White Papers, etc.	BOD
(10)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips	JW
(11)	Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate	LB
(12)	Two weeks before Budget Day, LB writes to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:-	LB/CU
	Treasury PNs Total required 1,510	
\$ 10	Vote Office 750 Chancellor's	•
	Office 60	
	IDT and Treasury Mailing lists 700	
	Other Departments PNs (except those relating to public exp	enditure e paper)
	Other Departments' PNs in PEWP	
	Ch's Office 60	

	. (13)	basis to take staff home on 24th March and on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take MAH, RT and LB with Speech sections to House at 3.00 p.m. on Budget Day	LB
	(14)	Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70	CS
	(15)	Make arrangements for those entitled to collect copies of Speech, snapshot, FSBR, Resolutions and Command paper from Enquiry Room after the Chancellor has sat down. viz	rs DM
		N.E.D.O. (211 3000)	ers,
		Principal in EFI Division for issue to Australian and New Zealand High Commissions (1 copy of each of above documents)	Miss O'Mara
	(16)	Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E., Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropria (see Annex) by close of play on 24 March at the latest.	LB tė
		Thursday 20th March Transfer Budget Speech to word-processing unit by 21st March	JW/AB
	(18)	Send copy of latest draft of Speech to PM if Chancellor wishes and to BOD	JW
	(19)	Submit draft Checklist to Chancellor's Office	CU
	(20	EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.	&₩/RIT
	(21)	Prepare summary for The Queen (may also be used at Budget Cabinet) Submit to Chancellor's Office	BU/CU
,	(22)	Submit final draft of TV speech if available	r.Cropper/PGD

	Satur	day before Budget	
	(23)	Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.	
	91	Work as necessary to produce final version of Speech (Word processing unit available all day)	
		Chancellor: photo-call in Surrey	
	(24)	Type Chancellor's speaking copy of Speech section by section on A4 paper	AB/WPU
	(25)	Type Checklist on A4 paper	CS
	(26)	Check and make corrections in Chancellor's speaking copy, section by section Chancellor's Office	ellor's e/WPU
	(07)	D-17 - 00 - 1 - 22 - 22 - 22 - 22 - 22 - 22	
	(27)	Roll off and collate 33 copies of speech for:	PT
		<ul> <li>Private Secretaries (3)</li> <li>EB (3 copies) - to check Brief,         Snapshot and guidance telegrams</li> <li>Mrs. Hedley-Miller - to prepare telegrams         to overseas Governments:</li> </ul>	
	125	(a) Chancellor to EEC Finance Ministers	
		EEC Commissioner for Financial and Monetary Affairs	
		MD of IMF	
		Finance Ministers in US, Japan and Canada	
		(b) Sir Douglas Wass to Members of Co-ordinating Committee	
(*		- Governor, Treasury Ministers (5) - Permanent Secretaries, PS/IR, PS/C & E, Deputy Secretaries, Mr. Unwin, Mr. Battishill, Mr. Davies Mr. Dyer, Mr. Ridley, Mr. Cropper, Mr. Cardona	(21)
		Arrange with GW for EB's copies to be delivered on Saturday	LB/GW
	(28)	Send speaking copy and spare to Chancellor	JW
	Monday	24th March	
	(29)	9.00 a.m. Ensure that copies circulated by hand as in item 27	DB
	(30)	Chancellor's Office to receive from EB 2 copies of near-final draft of Brief, Snapshot during course of day	GW
	(31)	Inform IDT of likely length of speech to guide	
	•	radio/TV	JW

(32)	By 2 p.m. start amending speech as necessary	WPU
(33)		ellor's fice
(34)	Chancellor due at Buckingham Palace, 6.30 p.m.	
(35)		ncellor night)
(36)	Receive Snapshot from EB(GW) for checking	MAH
Tuesd	ay 25th. March	
(37)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions.	
	Text must be finalised.	JW/WPU
(38)	Final check of Snapshot before collating, and of Checklist (in front of Speech)	MAH
(39)	Photocopy 29 copies of final text, section by section, for - Chancellor - Prime Minister - Treasury Ministers (4) - Officials and Advisers (20 - listed in annex) - Private Secretaries (3)	PT
(40)	Roll off 184 copies of speaking copy, section by section and 464 copies of snapshot (white paper)	PT/CRU
BUDG	ET DAY: Wednesday 26th March	
(41)	Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers)	SG
(42)	0930 : Budget Cabinet	
(43)	By ll a.m. the master copy of Speech is to be given to AB in the CRU for 340 copies to be rolled off for distribution to the Lobby, Overseas Press and Press Gallery in House of Commons and to IDT (see Items 51 and 64). From Private Office production of Speech (200 copies) send 2 copies	- AB/DM
× 5	by hand to GW (EB Room 10/3) as soon as possible to be marked up for PA/Reuters/radio/TV). Chancellor's Office to deliver 385 copies of snapshot to PC in CRU	

(44) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex

#### (45) Prepare packages as follows:

PB/CS

- (a) Press Gallery via LB (see also item 59)
  - = 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - l copy of Snapshot with each final section (i.e. 30 snapshots)

## (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- l unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Producer, ITN Budget Programme
  - 2. Peter Hall, Editor 'Oracle' News services

### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- l unstapled Speech with sidelines and headlines for page-by-page distribution\*.
- = 2 separate en velopes, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. Peter Hobday and to be handed over at end of Speech, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices

# (d) BBC Radio, Broadcasting House

- 4 copies of sectioned version of Speech, in separate envelopes, each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution
- 1 envelope containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:

Dominick Harrod BBC Economics Correspondent

NB: This envelope to be handed to Mr. Harrod at end of Chancellor's Speech

#### (c. Independent Radio News (see also items and

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for page by page distribution\*
- l envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr. Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

4 'marked-up' copies of Speech (unstapled) are to be provided by Mr. Way to Mrs. C. Scott by 2.30 p.m. (Mr. Way will also supply 2 copies to PGD for P.A. and Reuters)

(46) Check arrival in Chancellor's Office of 43 copies of Resolutions from Parliamentary Counsel's Office, 114 copies of FSBR from Treasury Accountant, 105 copies of Command papers and 8 Briefs (from EB - first 3 to JW, RIT and MAH)

DB/DM

DB/CS

GW

- (47) Issue 114 copies of FSBR, 105 copies of Command papers, 43 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JW, MAH and RIT)
- (48) 385 copies of snapshot to be taken to AB in the CRU DM to be packed in parcels as in Items 49 and 62.
- (49) CRU pack up documents indicated in parcels addressed PC as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

50 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, FSBR and Command Papers and 60 copies of snapshot and Press Notices to PGD (for Lobby Conference)



40 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to Mr. Davies (for Overseas Press Conference).

The above parcels should then be packed for transmission to the House (see item 62)

	ė	
(50)	Start collation of full text of Speech with index and checklist	Clerks and Typists
(51)	Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last	BOD
	By 12.30 p.m.: Make up and despatch SECRET envelopes containing I copy each of Speech, FSBR, Resolutions, Command Papers to:-	CS
×	Prime Minister Chief Secretary Financial Secretary Ministers of State Officials, etc. (See Annex for list (20))	25
(53)	Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JW (N.B. This would mean a commensurate increase in the number of cop At 12.30 p.m.: SECRET envelopes containing Speech, FSBR and Command Papers to be given to messengers	ies needed)
	from:-  - Customs & Excise - Inland Revenue - Bank of England (6 copies of each) (6 copies of each plus 6 copies of press notices)	6.21
	(LB to arrange that these messengers come to the Chancellor's messengers' lobby)	LB
(54) ?	At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to PGD for allocation to members of IDT (Copies of Brief will be (and monitoring teams sent direct to PGD by EB)	DM/GW
(55°)	l set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to JW, MAH and RIT, and of speech only to LB	CS
(56.)	l set each of Speech, FSBR, Command Papers in sealed envelopes addressed to:	CS

Speaker Leader of the House of Commons

Leader of the House of Lords (or acting Leader, Earl Ferrers)

Leader of the Opposition (Mr. Callaghan)
Shadow Chancellor (Mr. Healey)
Chancellor's PPS (Mr. Ian Stewart, MP)
Mr. Christopher (IRSF) - plus Press Notices
Sir William Clark (Chairman of Conservative
Finance Committee)

to be given to LB to take to House (to be given out after Speech)

(57) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers and Press Notices

JW

Budget Day : After lunch

- (58) Envelope copies of Speech for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 56)
- (59) LB takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech).

  (See also item 45(a))
- (60) BOD arranges for copy of Speech to be taken BOD to Speaker's Office
- (61) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, Mr. Davies will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by Mr. Way).

    Mr. Davies will also authorise the release of the 30 sectioned copies of the Speech by the members of IDT on duty outside the Press Gallery.
  - (b) In the 4 broadcasting studios (ITN, BBC-TV, BBC radio and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury Official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.



(62)After Speech has started Security Guard and messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 49 to PC PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to lobby and overseas press conferences. (63)After Speech has started allow access to Committee Section to representatives of IDT who will pack: - 255 copies of Speech (supplied by CRU) PC - 150 copies of FSBR and Command Papers - 250 copies of all Press Notices and snapshot in envelopes for Press and other callers to collect. (64)RIT During Speech: Note changes from typed version At end of Speech: Give 7 sets of Speech etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see item 5.6) LB (66)Despatch by hand copies of Speech to other members of Cabinet (see item 58) DB (67)On instructions from LB Security Guard (in PPS's Room) will hand over complete copies of Speech etc. to IDT (see Items 49 and 62) LB (68) Take 1 copy to Official Reporters LB (69)Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; DB/MO'M also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal in OFG2 Division. (70) Send copies as follows: DM

Sp	Brief	Snapshot, Resolutions, Press Notices	FSBR	Cmd Papers
Mr. J. Anson UKTSD, Washington	1	3	12	3
Mr. G.E.Fitche UKREP Brussels		3	6	6

Send 1 copy of each of above papers to:-

Director of British Information Services, NY Miss J. Collings, British Embassy, Paris. By 6.00 pm bag (Copies obtained from CS: see Item 46)

- (71) Give 8 copies of Speech to BOD for the libraries LB of the House of Commons and the House of Lords
- (73) Ensure all officials covering Official Box have LB copies of Brief

CHANCELLOR' OFFICE 11 March 1980



## BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

#### BY CHANCELLOR'S OFFICE

	Item N		Speech check]	_ist)			(F)	Resolu	tior	ns FSBR	Command Papers	d <u>Press</u> Notices		
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12.30	) pm													-
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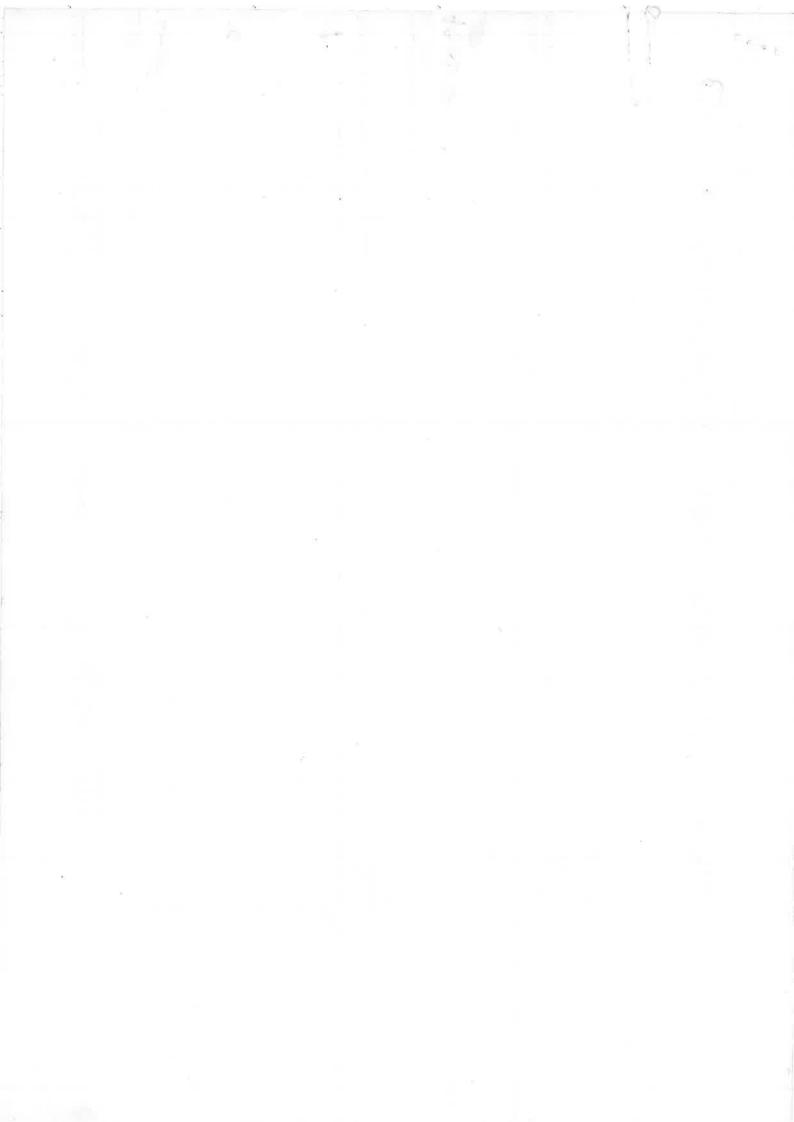


Item No. (with	Speech checklist)	Sr	napshot	Reso.	lutions	FSBR	Command Papers	Press Notices	
During Speech									
45/59	30*		30 <sup>ø</sup>		••	-	-	-	Press Gallery (via LB)
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	5*+		=		-			-	IRN
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At end of Speech	g *	<i>X</i>							
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36	3		3		1	3	3	3	CBI
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	1		1		ı Ñ	1	l	1	Australian HC Dept.
*	1	- K	1		1	l	1	· 1	New Zealand HC (via Miss O'Mara)
56/65	8	100	-		= ·	8	. 8	Single c	copies as indicated via
****		a			er er		*		John Stevas Mr. Stewart ames/Earl Ferrers
		x 2 9					ž	Press Notices	. 8
	*Sec	ctioned			unstapled d of speech		1	l (M	Mr. Christopher (IRSF)

Item No.  (with t end of speech 63/63-66		list)	Snapsho 3 3	<u>ot</u>	Resoluti	ons	FSBR -	Command Papers	Press Notices	Cabinet (ex Mr. St.J. S Lord Soames Transport UKTSD*	xcept PM Stevas, CST, s) Minister of
63168		zd.)	- 3 3				12	* * * * * * * * * * * * * * * * * * *	3	Mr. St.J. S Lord Soames Transport	Stevas, CST,
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Total of above	194	(plus Speaking c	7.9 opy)		43		11\$	105	51	Brief: 5 (* with Bri	
Despatched in bu	ılk								95		
47/62/67	85		135		E		85	85	100		Mr. Chambers
63 Other IDT	255 -		250 <del>-</del>			, ]	150 -	150	250 350 (Trea	asury only)	in CRU (for IDT)
Total copies required	53.4		464		4.3	3	349	340.	(751 ( Tre 401 ( non	asury <sup>*</sup> ) -Treasury)*	*

750 additional copies of Treasury and non-Treasury Press Notices (except other Departments p.c. notices will be sent direct to BOD by Departments responsible (see Item (2

+ reportured in Clarettois Min



Mr. Kerr Mr. Jenkins Miss Rutter Miss Burton Mr. D. Barton

Mr. K. Brazier Mr. C. Bennett

Mrs. C. Scott

Miss P. Taylor Mr. T. Mathews

Miss J. Swift Mr. Willetts

Mr. Harrison

Mr. Kwiecinski

Mr. Colman Mr. Carter

Mr. Michael Mr. Milner

Mr. Ridley (2 copies) Mr. Harris M. Frances

Mr. Kemp

Mr. Allen

Mr. Norgrove

Mr. Bush

Mr. Collins

Mrs Gilmore

Mr. Monaghan Mr. Godfrey

Mr. Macrae

Miss Edwards

Mr. Haydon

Miss Peirson

Mr. Battishill

Mr. Martin

Mr. Lavelle

Mr. Carside HULL

Mr. Salveson

Mr. Warner Junginor

Mr. Collinson

Mr. Drane HUNER

Mr. Chambers

Mr. Batchelor

Mr. Bobsin

Mr. Carpenter

Mr. Ian Stewart, MP

PS/Inland Revenue

PS/Customs & Excise

#### BUDGET AIDE MEMOIRE

CHANCELLOR'S OFFICE TIMETABLE

the first veris of I attach a draft of this year's Budget Aide Memoire.

- As last year, the Public Expenditure White Paper will be published on Budget Day. This means there will again be a large volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).
- Given that this Office will again be deluged with paper, we are therefore asking Treasury Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, HM Treasury. Only the numbers listed in the Annex for handling by the Private Office - 21¶ Speeches, 94 Snapshots, 41 Resolutions, 12€ FSBRs, 124 Command Papers, 36 PEWPs, 72 sets of Press Notices (excluding non-Treasury PEWPs press notices of which we need 35 copies only), and 8 Budget Briefs should be sent here.

## BUDGET 1981 : CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

lotal unwider, at baber	a ui	' a ch' thr	ted dilder chede	ditangen	101100 (000 //////0///
Speech	· ·		Private Office 21 <b>4</b>	<u>CRU</u> 360	Parliamentary Section Mr. Salveson
Snapshot (incorporat Speech checklist)	ing		94	460	will makst his own arrangements
Resolutions FSBR Command Papers Press Notices			41 1 <b>23</b> 12 <b>4</b> 7 <b>3</b>		(Tsy) (Non Tsy)
PEWP " Press Notices Brief			36 36 8	280 235 235	THOM TOY?
Code	pe-	JKSJ PJRBBBSTCBKG SMCJGWC WP WP	Word Processing Unit	(7616) (7393) (7426) (4749) (4836) (3942) (7565)	in Stunding (5572) HULL (5)61)
Distribution: (Fur Chancellor's Office Mr. J. Kerr Mr. P.S. Jenkins Miss J. Rutter Mr. D. Barton Mr. K. Brazier Mr. C. Bennett Miss S. Burton Mrs. C. Scott Miss P. Taylor	M M M M M M M M	ther P r. T. liss J. lr. Wil lr. C.D lr. Kwi lr. J. lr. A. lr. Mic	letts . Harrison ecinski Colman Carter	GC. Ce Mr Mr Mr Mr Mr	e Barton) ntral Unit/EB . Kemp . Allen . Norgrove . Bush . Collins . Ian Stewart MP ss Peirson (GE)

Mr. Harris in France PS/Customs & Excise IDT Mrs. Gilmore PS/Inland Revenue FP Mr. Monaghan Parliamentary Section Mr. Godfrey Mr. Macrae Mr. Salveson Mr. Battishill Mr. Kelly MARTIN Mr. Warner Sruggin frod Miss Edwards OF Mr. Haydon Mr. Lavelle (Item 27) Mr. Chambers Mr. Garside (Items15 & 68) Accounts Mr. Batchelor HULL Mr. Bobsin Mr. Collinson CHANCELLOR'S OFFICE Mr. Drame HUNER February 1982

Prepa	aration in weeks before the Budget	
No.	Arrange audience of The Queen with her Private Secretary	JR
(2)	Arrange for sufficient 3600 machines, stocks of white and ecloured paper and a mechanic on call to be available from Sunday.	OB/AB
(3)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office.	SG
	Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 8th March and on Budget Day. (For Private Office and IDT as well)	JR/FM)
(5)	Submit publicity arrangements to Chancellor	R <b>∉</b> G.
(6)	Make arrangements for providing Press Gallery, P.A., and Reuters with Speech section by section.	SG
(7)	Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)	AJS/ÐB
(8)	CU in consultion with AJS circulate note commissioning press notices from Treasury and Revenue Departments.  JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PN's)	cu/JR/AJ
and a	Arrange for laying of White Papers, etc.	AJS
(10)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Minister's TV and Radio engagements.	J.K
	Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts)	JR
(12)	Two weeks before Budget Day, DB writes to Vote Office about Resolutions, FSBR and PEWP arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CO send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the	DB/CU
	numbers of Press Notices required will be as follows:-  Treasury PNs Total required 1,7 3 (AG w	in Check
	Vote Office 900  + Chancellor's Office 73	
	IDT and Treasury (Tsy PEWP 815)	
	Other Departments PNs (except those relating to public ex	penditur
	white pa Total required 1,3 <b>3</b> 3	per)
	Vote Office 900 IDT 34560	
	Ch's Office 73 Other Departments' PNs on PEWP	

IDT Chis Office (13) (A week before Budget Day) Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take PSJ, JR and SB with Speech sections to House at 3.00 p.m. on Budget Day

RC S€

(14) Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70

CS

(15) Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolutions, PEWP and other Command papers from Enquiry Room after the Chancellor has sat down, viz:-

KΒ

- (a) NEDO (211 3000) 37 % )Each to have 3 copies of Speech, CBI (930 6711 (311) )Snapshot, FSBR, Command Papers, TUC (636 4030) )any Press Notices and 2 copies Conservative Research)of the PEWP (except NEDO) Dept (222 9000) )
- (b) MB to arrange with Principal in EF2 Division (RG) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (excluding PEWP) (12 sets in all)
  - (c) NB to arrange with Mr. Bush for him to pick up 1 copy each of Speech, FSBR, PEWP, other Command Papers and Press Notices for Mr. Limon, Clerk to the Treasury and Civil Service Committee
- (16) Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 8 March at the latest.

QB

(17) Thursday 4 March
Inform IDT of likely length of Speech.

JK/SC

(18) Friday 5 March
Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS

EBIIDT

JK

- (19) Submit draft Ghecklist to Chancellor's Office
- (20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box

BC/JR

(21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office

PK /CU

(22) Submit final draft of TV speech if available

Mr. FAMILY

RG.

#### Saturday before Budget

(23) Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.

Work as necessary to produce final version of Speech (Word processing unit available all day)

Chancellor: photo-call in Surrev (NB IDT to be informed of any interesting pre-Budget weekend invitations)

(24)

AB/WPU

(25) Type Checklist on A4 paper

# EB

(26) Check and make corrections in Chancellor's speaking copy, section by section

Chancellor's Office/WPU

(27) Roll off and collate 37 copies of speech for:

PТ

- Private Secretaries (3)
- EB (3 copies) to check Brief, Snapshot and guidance telegrams
- Mr Lavelle to prepare telegrams to overseas Governments:
  - (a) Chancellor to EEC Finance Ministers

EEC Commissioner for Financial and Monetary Affairs

MD of IMF

Finance Ministers in US, Japan and Canada

- (b) Sir Douglas Wass to Members of Co-ordinating Committee
- Governor, Treasury Ministers (6)
- Permanent Secretaries, PS/IR, PS/C&E, Deputy
   Secretaries, Mr Kemp, Mr Battishill, Mrs Gilmore,
   Mr Salveson, Mr Ridley, Mr Harris, Mr Norgrove (24)
   Mr. Mountfield, Mr. Monger

Arrange with BC for EB's copies to be delivered on Saturday

DB/BC

(28) Send speaking copy and spare to Chancellor

JK =

#### Monday & March

(29) 9.00 a.m. Ensure that copies circulated by hand as in item 27

DB

(30) Chancellor's Office to receive from EB 2 copies of near-final draft of Brief Snapshot during course of day

вс

(31) Confirm likely length of speech with IDT to guide radio/TV

JK

- (32) By 2 p.m. start amending speech as necessary
- (33) Check any corrections section by section

Chancellor's Office

- (34) Chancellor due at Buckingham Palace, 6.00 p.m.
- (35) Receive Snapshot from EB(BC) for checking

PSJ/BC

(36) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised.

JK/WE

(37) Final check of Snapshot before collating.

PSJ

(38) Photocopy 33 copies of final text, section by section, for

PT

- Chancellor
- Prime Minister
- Treasury Ministers (5)
- Officials and Advisers (22 listed in annex)
- Private Secretaries (4)

(39) Roll off 22 copies of speaking copy, section by section and 737 copies of snapshot (White Paper)

PT/CRU

#### BUDGET DAY: Tuesday 9 March

(40) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park with Lady Howe for evening papers)

SG

- (41) 0930 : Budget Cabinet
- (42) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 360 copies to be rolled off for distribution to the Lobby, and Press Gallery in House of Commons and to IDT (see Items 49 and 62). From Private Office production of Speech (228 copies) send 2 copies by hand to BC (EB Room 3/3) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, six copies to be made for to the private office, BBC TV, BBC Radio, IRN, ITN, PA and Reuters and PA News room.

AB/BC/LR

DB

- Check arrival of press notices against numbers (43)expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex
- (44)Prepare packages as follows:

KB/CS

- (a) Press Gallery via SB (see also item 59)
  - 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 copy of Snapshot, with Checklist, with each final section (ie 30 snapshots)

#### (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-

  - Sue Tinson, ITN Budget Programme
     Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.

#### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for page-by-page distribution\*
  (4 for Mr. Tam Fry) (For Palantype)
- 3 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. Peter Oppenheimer
  - 3. Mark Rogerson: BBC Economics Editor. and to be handed over at end of Speech.

#### (d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- l unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Dominick Harrod BBC Economics Correspondent

John Hoskyn-8<del>86</del>

2. Producer, PM Budget Special These envelopes to be handed over at end of Chancellor's Speech

#### (e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- l unstapled speech with sidelines and headlines for page by page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Bouglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at  $\underline{\text{end}}$  of Chancellor's speech

\* 'marked-up' copies of Speech (unstapled) are to be provided by Mr Collins to Mrs C Scott by 2.30 p.m. (Mr Collins will also supply 2 copies to RG for P.A. and Reuters)

K BC

(45) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 133 copies of FSBR from Treasury Accountant, 124 copies of Command papers, 36 copies of PEWP and 8 Briefs (From EB - first 3 to JK, JR and PSJ)

DB/CB/KB

(46) Issue 130 copies of FSBR, 124 copies of Command papers, 36 copies of PEWP, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JK, PSJ and JR)

DB/CS

(47) 645 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62. (see also item 40).

CB/KB

(48) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are <u>not</u> provided by Chancellor's Office):-

& RC

30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons

copies of Speech, copies of FSBR, PEWP and Command Papers and Copies of snapshot and Press Notices to RG (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 62)

- (49) Start collation of full text of Speech with index and checklist

  Clerks and Typists
- (50) Before 12.00: Let Speaker's Private Secretary know roughly how long Speech will last AJS
- (51) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, CS Command Papers to:-

Prime Minister
Chief Secretary )
Financial Secretary )
Economic Secretary )
Ministers of State )
Officials, etc. (See Annex for list 20))

-RC to prove de exha Messenger 26

## Mr Salveson to Spiker (Speech only)

Plus any other Ministers or officials to whom the issue of advance copies may be authorised by  $J\tilde{K}$  (N.B. This would mean a commensurate increase in the number of copies needed)

(52) At 12.30 p.m.: SECRET envelopes containing Speech and FSBR, to be given to messengers from:-

Isch of 4km

- Customs & Excise (6 copies of ea
- (6 copies of each) inc one to tam.
- Inland Revenue
- (6 copies of each)
- Bank of England
- (6 copies of each plus 6
   copies of press notices)

(DB to arrange that these messengers come to the Chancellor's messengers' lobby)

KB/BC

DB

CS

(53) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to RG for allocation to members of IDT (Copies of Brief will be (and monitoring teams. sent direct to RG by EB)

I set of above to Mr Bush (for Northern Ireland Office)

- (55) 1 set each of Speech, FSBR, PEWP and Command Papers in sealed envelopes addressed to:

, rA

Leader of the House of Commons

Leader of the House of Lords (Excluding PEWP)

Leader of the Opposition (Mr Foot) Shadow Chancellor (Mr Shore) Chancellor's PPS (Mr Ian Stewart MP) Mr Christopher (IRSF) - plus Press Notices (Excluding PEWP) Sir William Clark (Chairman of Conservative Finance Committee)

Mr Joel Barnett, Chairman PAC (Excluding PEWP) Mr Edward Du Cann, Chairman Treasury and CSD

Hon. Peter Brooke (Treasury Whip)
to be given to SB to take to HC (to be given out after
Speech)(TA & wiles ofter Character) Speech) (TR & wiled ofter Chamelos Los set 20, m)

(56) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers, PEWP and Press Notices.

JΚ

### Budget Day: After lunch

- (57) Envelope copies of Speech for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 55)
- (58) SB takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT 8 SB (for release during Speech). (See also item 45(a))
- (59) AJS arranges for copy of Speech to be taken to Speaker's AJS Office
- (60) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, Mrs Gilmore will release on a page-by-page basis to the Press Association and Reuters the specialy side-lined copies of the Speech (provided direct by Mr Collins). Mrs. Gilmore will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery. PA Non-
  - In the 5 broadcasting studios (ITN, BBC-TV, BBC radio Pa Novan (b) and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury Official hears (from the Radio 4 live speech broadcast) that the page/ section has been completed.

(61)	After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 48 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.	R C	
(62)	After Speech has started allow access to Committee Section to representatives of IDT who will pack:		
* * * * * * * * * * * * * * * * * * *	- 201 copies of Speech (supplied by CRU) - 271 copies of FSBR and 240 of other Command Papers 286 copies of other Depts. Budget Press Notices +15- copies of Snapshot - 240 copies of PEWP (extra 45 to be sent direct to IDT for PEWP Press conference and spares) - 416 copies of Tsy Press Notices (456 Tsy PEWP PNS) - 260 copies of PEWP Press Notices.	R C	
	in envelopes for Press and other callers to collect		
(63)	During Speech: Note changes from typed version	JR	
At end	d of Speech		
(64)	Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 5%)	JR S	
(65)	Despatch by hand copies of Speech to other members of Cabinet (see Item 57)	DB	
(66)	On instructions from SB, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61)	SB	
(67)	Take 1 copy to Official Reporters	SB/TS	
(68)	Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal—in EF2 Division	OB/RG	
[69]	Send copies as follows:	RB.	
	Speech and Snapshot,  Brief Resolutions,  Press Notices FSBR Cmd Paper	ers PEWF	-
	Mr. J. Anson,  UKTSD; Sarin EmnMi/ Washington 1 3 223	3 3	
	Mr. R. Butt UKREP Brussels 1 3 84	<b>84</b> 4	
	Send I copy of each of above papers (except PEWP to: Director of British Information Services, NY M.C. Lifston		
	Miss J. Collings, British Embassy, Paris. BY 6.00 pm Bay	g	

(Copies obtained from CS: See Item 45)

(70) Give 8 copies of Speech to AJS for the Libraries of the House of Commons and the House of Lords

TS

(71) Ensure all officials covering the Official Box have copies of the Brief

S<sub>2</sub>B

CHANCELLOR'S OFFICE



## BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

## BY CHANCELLOR'S OFFICE

<u>Item No</u> .	Speech	Resolutions	FSBR	PEWP	Other Command Papers	Press Notices		
э.m. 42	2					4	Mr Collins, E Room 10/3 (vi	
12.30 p.m. 38/51	29 Single copies as indicate	29		or PM)	29	= .	**************************************	
12.1	PM (No.10) Chief Secretary Financial Secretary Economic Secretary Minister of State (C	Sir Douglas W Mr Ryrie Mr Burns Sir Kenneth C ) Sir Anthony R	ass ouzens awlins oveloc	on	Mr E Mr E Mr C Mr N	ittler Barratt Byatt Ouinlan Borgrove Eeminant	Mr Wilding Mr Middleton Mr Kemp Mrs Gilmore Mr Battishill Mr Ridley <del>(2 co</del>	_
52	" 6 (Each to send mes Chancellor's mess 6		6 6	, i	6 6	=	Customs & Exc	
53 (a) (b) 54	Snapshot  Snapshot  1	- 1 1 1 1	6 1 <b>8</b> 1 1 1	1 1 1 1	6 1 1 1 1	1	JK PSJ JR	nd (for N.I.O.)
After 57 Lunch J	Speaking copy	_ 1 -	1 -	1	1 -	1 -	SB Chancellor (w Speaker's Off	

X		¥						
Item No.	Speech	Snapshot (with checklist incorporated)	Resolutions	FSBR	PEWP	Other Command	Press Notices	
		THOOL POLICEON,						
During Speech 44/48	30	30 <sup>ø</sup>		-	_	-	<b>=</b>	Press Gallery (via SB)
44/60	16*+	_	:=	_	-	-	·=	ITN
*****	2*	2 <sup>ø</sup>		2 <sup>ø</sup>	2	2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
84	12*+	_	-	_	_	-	~	BBC
	2.*	2 <sup>ø</sup>	-	2 <sup>ø</sup>	.3	2 <sup>ø</sup>	3 ø	Personal copies
	10*+		×	-	_	_	-	BBC Radio
	3	<b>2</b> €	_	3ª		30	<b>2</b> ø	Personal copies
s e	5*+	*	-	100	-	2 1	=	IRN
.28	1*	1 <sup>ø</sup>	<u>-</u>	1 ø	1 ø	1 <sup>ø</sup>	1 ø	LBC
			- 4					
At end of Speech			÷				8	
15/68	3	3		3	_	3	3	NEDO
₩	3	3	1	3	2	3	3	CBI
	3	3	-	3	2	3	3	TUC
125	3	3	-	3	2	3	3	Conservative Research
	], 4	14	-	1.4	-	14	14	Dept. Diplomatic ## Missions (via £6)
	ŀ	1 <del></del>	<b>4</b> 9	1	1	1	1	Mr Limon ' (via Mr Bush)
.55/64	9	o <del>s</del> es <sup>Y</sup>	ů <u>ş</u>	9	7	10	Single c SB to:-	opies as indicated via
	+	Sectioned		эру	a.		Speaker (except PE	
	φ * *	With final section/ Includes 2 marked u unstapled copies	at end of speech p and		8			Mr Du Cann Mr Joel Barnett
(°-	1	1	=	1	=	ı	Press Not	ices (Except PEWP) (Mr Christopher (IRSF)



<u>Item No</u> .	Speech	Snapshot (with ehecklist incorporated)	Resolutions	FSBR	PEWP	Other Command Papers	<u>Press</u> Notices	
At end of sp	eech (contd.)							
65	18	-	-:	-		· .	-	Cabinet (except PM Mr Pym, CST Lady Young
								BUTTED DE LANGUERON DE LANGUERON DE LA LANGUER
69	1.	3	3	123	3	3	3	,
	1.	3	3	8 74	4	84	3	UKREP Brussels <sup>Ø</sup>
	1.	1	1	1		1	1	BIS, NY
	1-	1	1	1		1	1 =	BE. Paris <sup>Ø</sup>
70	8.							Mr Salveson (For House Libraries)
Total of abov		94 ing copy)	41	123	36	124	only	Brief: <b>8</b> ( with Brief)
Despatched in	n bulk		10			e a	Depts PEWP PNs) 60 Tsv F	PN, 60 PE PNs, 60 other Depts. on Budget Mr Batchelor PEWP) in CRU
48/61/66 62 Other IDT	270 1370	120 525 196		585 2811	230 245	240 255	416 (Tsy 260 (PEW	on Budget ) (480 Tsy P) PEWP) in CRU er Depts) (for IDT)
=	+ GE to pr	ງງຽ ∵ovide copies dire	ect to IDT	275	<i>ڪ</i> , )		250(Tsy	CI Depob,
Total copies required	576	235 609	41	443	328 326	411		

\*700 additional copies of Treasury and non-Treasury Press Notices (except other Departments' p.e.w.p. notices) will be sent direct to AJS by Departments responsible (see Item 12)





Minister of State, Treasury

## Miss O'Mara

BUDGET AIDE MEMOIRE: CHANCELLOR'S OFFICE TIMETABLE

A couple of very minor things:

lot page - the list for Other Private Offices omits Miss Pollock, Mr Bush, and Mr Milher.

Annex - as a hangover from last year, refers to Minister of State (L).

A.P. HUDSON

FROM: MISS M O'MARA

DATE: 13 January 1983

Mr Kerr Miss O'Mara

Miss Rutter Mr Kemp Miss Young Mr Allen Mr Brazier Mr Norgrove Mr Lawrence Mr Corcoran Mr Visconti Mr Collins Mrs Willis Mr Hall

Miss Taylor Mr Gieve Miss Swift Mr Donnelly Mr Kwiecinski Mr Harrison

Mr Harris

Mr Monaghan Mr Page Mr Macrae Miss Edwards Mr Haydon Mr TAA Hart Mr Moore Mr Martin Mr Lavelle Mr Graham Mr Salveson Mr Milner Mr Stubbington Mr Ridley Mr Collinson Mr French Mr Hunter

Miss Pollock Mr J Williams Mr Bush Mrs Dunn Mr Hudson

Mr Chambers Mr Batchelor Mr Bobsin Mr Carpenter

[Parliamentary Private Secretary]

PS/Inland Revenue PS/Customs & Excise

#### BUDGET AIDE MEMOIRE

#### CHANCELLOR'S OFFICE TIMETABLE

I attach a draft of this year's Budget Aide Memoire.

- I should be grateful if copy recipients would check through this and let me know of any 2. errors or omissions by close of play on Tuesday 18 January please. Any suggestions for improvements on the practice of earlier years would be welcome. Could Mr Hall in particular consider whether we need to alter our press arrangements to cover Channel 4/Breakfast TV interests.
- We hope to arrange a meeting during the course of next week to discuss nuts and bolts 3. in more detail.

MOM MISS M O'MARA The second secon

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# **BUDGET 1983: CHANCELLOR'S OFFICE TIMETABLE**

Total number of papers distributed under these arrangements (See Annex)

	Private Office	CRU	Parliamentary Section
Speech	219	360	Mr Salveson will make his own arrangements
Snapshot	94	460	
Resolutions	41	: <del></del> -	
FSBR	123	310	
Command Papers	124	290	
Press Notices	73	475 (Tsy) 355 (Non Tsy)	
Brief	8	235	
Code	JK John Kerr MOM Margaret O'Mar JR Jill Rutter KB Ken Brazier NL Nigel Lawrence MV Marco Viscovinti DY Donna Young LW Lesley Willis PT Pat Taylor RC Ron Carpenter AB Tony Batchelor PK Peter Kemp MH Martin Hall JP John Page FM Frank Martin BC Barry Collins AJS John Salveson TS Tim Stubbington JG John Graham CU Central Unit GH George Haydon	(5728) ra (5418) (5457) (5597) (5512) (3910) (5487) (4262) (3836) (3327) (7278) (3016) (3443) (7616) (7393) (7426) (4749) (5532) (6160) (3942) (7565)	

Distribution: (Further copies are available from Ken Brazier)

Chancellor's Office Other Private Offices, &c.	Central Unit/EB
Miss M O'Mara Miss J Swift M Miss J Rutter Mr M Donnelly M Mr K Brazier Mr C D Harrison M Mr N Lawrence Mr E Kwiecinski Mr M Visconti Mr J Williams	Mr Kemp Mr Allen Mr Norgrove Mr Corcoran Mr Collins (Parliamentary Private Secretary) Mr Mountfield

Parliamentary Section	FP	IDT
Mr Salveson Mr Stubbington OF Mr Lavelle (Item 26) Mr Graham (Items 15 & 67)	Mr Moore Mr Martin EO Mr Chambers Mr Batchelor Mr Bobsin	Mr Hall Mr Monaghan Mr Page Mr Macrae Miss Edwards Mr Haydon Accounts Mr Collinson Mr Hunter

CHANCELLOR'S OFFICE January 1983

F 1

frequency page

## PRELIMINARY

# Preparation in weeks before the Budget

Arrange audience of The Queen with her Private Secretary  Arrange for sufficient 3600 machines, stocks of paper and a mechanic	JR
on call to be available from Sunday.	KB/AB
Arrange for TV Broadcast, in conjunction with Chief Whip's Office.	JP
Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on [day before Budget] and on Budget Day. (For Private Office and IDT as well)	JR/FM
Submit publicity arrangements to Chancellor	MH
Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section.	JP
Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)	AJS/KB
CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs)	CU/JR/A
Arrange for laying of White Papers, etc.	AJS
Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements.	JK
Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.)	JR
Two weeks before Budget Day, KB writes to Vote Office about Resolutions and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:-	KB/CU
	on call to be available from Sunday.  Arrange for TV Broadcast, in conjunction with Chief Whip's Office.  Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on [day before Budget] and on Budget Day. (For Private Office and IDT as well)  Submit publicity arrangements to Chancellor  Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section.  Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)  CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs)  Arrange for laying of White Papers, etc.  Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements.  Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.)  Two weeks before Budget Day, KB writes to Vote Office about Resolutions and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required

	Treasury PNs +	Total required Vote Office Chancellor's Office	1,713 900 73	(AB will check)				
		IDT and Treasury Mailing lists	740					
	Other Departments PNs							
	+	Total required Vote Office IDT Ch's Office	1,333 900 360 73					
(13)	(A week before Budget I staff home on the night b but ensuring that extra c take MOM, JR and DY w	before the Budget, grou cars are available if neo	iping staf cessary; a	f by areas lso car to				
	on Budget Day				RC			
(14)	Prepare addressed envelopment Items 15,44,48,51,55 and	opes or labels for those l 69	listed be	low under	LW			
(15)	Snapshot, FSBR, Resolut	Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolution and other Command papers from Enquiry Room after the Chancellor has sat down, viz:-						
	(a) NEDO (211 3000) CBI (379 7400) TUC (636 4030) Conservative Resear Dept (222 9000)	)Snapshot, )any Press	FSBR, Co	ies of Speech, ommand Papers and				
	(b) MV to arrange with to Australian and New Z Missions, and Mr Newma the above documents (12	ealand High Commission, US Embassy, set of	ons, EEC	Diplomatic				
	(c) MV to arrange with of Speech, FSBR, other Mr Limon, Clerk to the	Command Papers and F	Press Noti	ces for				
(16	Arrange with Treasury AIR, C&E, Treasury Divis of copies of FSBR, Reso Notices to be delivered Annex) by close of play	sions and other Departn Plutions, Commandd Pay to KB and AB in CRU a	nents for pers and a as appropi	correct number my Press riate ( <u>see</u>	KB			
(17	Thursday before Budget Inform IDT of likely len				JK/JP			
(18	Friday before Budget  Send copy of latest draft to AJS	t of Speech to PM if C	hancellor	wishes and	JK			
(19	) Submit draft Snapshot t	o Chancellor's Office			EB/IDT			

EB to receive Chancellor's comments on first draft of Brief. Chancellor's (20)BC/JR Office to receive 2 copies of latest version for weekend box Prepare summary for The Queen (may also be used at Budget Cabinet). (21)PK/CU Submit to Chancellor's Office Mr French/ (22)Submit final draft of TV speech if available MH SATURDAY-MONDAY Saturday before Budget Second book proofs of FSBR received by Treasury Accountant, (23)10.00 a.m. Work as necessary to produce final version of Speech Chancellor: photo-call in Surrey (NB IDT to be informed of any interesting pre-Budget weekend invitations) EB (24)Type Snapshot on A4 paper Check and make corrections in Chancellor's speaking copy, section (25)Chancellor's by section Office PT (26)Roll off and collate 37 copies of speech for: - Private Secretaries (3) - EB (3 copies) - to check Brief, Snapshot and Guidance telegrams - Mr Lavelle - to prepare telegrams to overseas Governments: (a) Chancellor to EEC Finance Ministers EEC Commissioner for Financial and Monetary Affairs MD of IMF Finance Ministers in US, Japan and Canada (b) Sir Douglas Wass to Members of Co-ordinating Committee - Governor, Treasury Ministers (6) - Permanent Secretaries, PS/IR, PS/C&E, Deputy Secretaries, Mr Kemp, Mr Moore, Mr Hall, Mr Salveson, Mr Ridley, Mr French, Mr Harris, (24)Mr Norgrove, Mr Mountfield, Mr Monger KB/BC Arrange with BC for EB's copies to be delivered on Saturday Send speaking copy and spare to Chancellor JK (27)Day before Budget KB 9.00 a.m. Ensure that copies circulated by hand as in item 26 (28)

(29)	Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day.	вс
(30)	Confirm likely length of speech with IDT to guide radio/TV.	JK
(31)	By 2 p.m. start amending speech as necessary	LW
(32)	Check any corrections section by section	Chancellor's Office
(33)	Chancellor due at Buckingham Palace, 6.00 p.m.	
(34)	Receive Snapshot from EB(BC) for checking	MOM/BC
(35)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised.	JK/LW
(36)	Final check of Snapshot before collating	MOM
(37)	Photocopy 33 copies of final text, section by section, for	PT
	<ul> <li>Chancellor</li> <li>Prime Minister</li> <li>Treasury Ministers (5)</li> <li>Officials and Advisers (22 - listed in annex)</li> <li>Private Secretaries (4)</li> </ul>	
(38)	Roll off 225 copies of speaking copy, section by section and 737 copies of snapshot (White Paper)	PT/CRU
BUDG	ET DAY:	
(39)	Ensure Chancellor stays away from Treasury (Photocall at No.ll or "walkabout" in park with Lady Howe for evening papers)	JP
(40)	10 a.m.: Budget Cabinet	
(41)	By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 360 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 48 and 61). From Private Office production of Speech (225) copies) send 2 copies by hand to BC (EB Room 17/1) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, [ ] copies to be made for BBC TV, BBC Radio, IRN, ITN (2 copies), PA, Reuters and PA Newsroom [Breakfast TV?]	AB/BC/MV
(42)	Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex	КВ
(43)	Prepare packages as follows:	NL/LW
	<ul> <li>(a) Press Gallery via DY (see also item 59)</li> <li>30 copies of sectioned version of Speech, in separate envelopes each marked with number of section</li> </ul>	

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# **BUDGET PAPERS: COPIES HANDLED ON BUDGET DAY**

### BY CHANCELLOR'S OFFICE

Item No.	Speech		Resolutions	FSBR	Other Command Papers	Press Notices		
<u>a.m.</u> 41	2						Mr Collins, EB Room 99/2 (via KB)	
12.30 p.m.								
37/5 <b>5</b>	29		29	29	29	1 =0		
	Single copies as i	ndicated to be	sent by hand to:	4	3.			
	PM (No.10) Chief Secre Financial Seconomic S Minister of	etary ecretary ecretary State (C) State (R)	Sir Douglas Wass Mr Burns Mr Littler Sir Anthony Rawlinson Angus Fraser Sir Lawrence Airey		Mr Byatt Mr Bailey Mr Norgrove Mr Le Cheminant		Mr Wilding Mr Middleton Mr Kemp Mr Hall Mr Moore Mr Ridley Mr French Mr Mountfield Mr Monger Mr Harris	
		Snapshot						
	6 6 6 18	6 6 6 18	- - -	6 6 6 18	6 6 6 18	- - 6 18	Customs & Excise Inland Revenue Bank of England MH (via KB)	
	1	1	1	1	1	1	Mr Corcoran (for N.I.O.)	
5*	1 1 1 1	1 1 1 -	1 1 1	1 1 1	1 1 1	1 1 1	JK MOM JR DY	
After Lunch	Speaking co	ру -	1	1 -	1 -	1 -	Chancellor (with Brief) Speaker's Office (via AJS)	

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Item No.	Speech	Snapshot (with checklist incorporated)	Resolutions	FSBR	Other Command	Press Notices	
During speech							
46/65	30 *	30 <sup>6</sup>	<b>=</b>	-	-	140	Press Gallery (via DY)
√1 3° n	16 *+	- 26	•		26	_ 2	ITN
	16*+ 2* 12*+ 2* 11*+ 2* 5*+ 1*	2,6		28	28		Personal copies
	12*+	- 2 <b>ø</b>	_	26	- 2,6	3 p	BBC Personal copies
	2 11*.		_		_		BBC Radio
	2* <sup>T</sup>	- 2¢	_	20	26	26	Personal copies
	5*+		_		100		IRN
	1 *		_	10	$\frac{1}{1}\phi$	$\frac{1}{1}$ $\phi$	LBC
	1*+		-				Channel 4
	1*		-	1 1	1 P	1"	Personal copies
At end of Speech							
15/	3	3	_	3	3	3	NEDO
70	3	3	1	3	3	3	CBI
	3	3	-	3	3	3	TUC
	3	3	-	3	3	3	Conservative Research Dept.
	14	14	-	14	14	14	Diplomatic Missions (via JG)
	1	1	-	1	1	1	Mr Limon (via Mr Corcoran
56)	10	~	-0	10	10	Single co	opies as indicated via DY to:-
	* Section * Section *	des 1 marked up and oned inal section/at end o les 2 marked up and u	f speech				
	*				(20.00)		odlad, Speaker, Mr Shore,
				123/8	32	Lady Yo	ark, Mr Biffen, Mr Renton, ung, , Mr Foot, ann, Mr Joel Barnett
						Press No	otices
	1	1	y. <del>=</del> 0	1	#0	1	(Mr Christopher (IRSF)

ad Topograph

<u>Item No.</u>	Speech	Snapshot	Resolutions	FSBR	Other Command Papers	Press Notices	
At end of speech (contd	.)						
68	10	-	=	-	=		Cabinet (except PM Mr Pym, CST Lady Young
71	1	3	3	3	3	3	British Embassy, Washington
-44	1	3	3 3	4	4	3	UKREP Brussels <sup>p</sup>
	1	1	1	1	1	1	BIS, NY <sup>P</sup> ,
	1	1	1	1	1	1	UKREP Brussels BIS, NY BE, Paris
72	8	7					Mr Salveson (For House Libraries)
Total of							
above	219 (plus	94	41	123	124	73	36 Brief: 8 only of
above	speakin						other Depts. (P with Brief)
a l	copy)	•					_
Despatched in bulk by CRU	137						
- 49	105	130		60	60	60	60 other Depts.
							Mr Batchelor in
							CRU (for IDT)
63	320	460		300	270	440 (Tsy)	
							er Depts.)
Other IDT						220 (Tsy)	
m . 1 .						19 <b>60</b> (Tsy)	
Totel copies	430	2026	41	453	429	1600 (Oth	er Dents.)
required	639	2026	41	TUS	721	Tell (Oth	Brief: 8

1150 additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS c/o Committee Section by Departments responsible (see Item 12.)

# **BUDGET PAPERS: COPIES HANDLED ON BUDGET DAY**

## BY CHANCELLOR'S OFFICE

Item No.	Speech		Resolutions	FSBR	Other Command Papers	Press Notices	
<u>a.m.</u> 41	2						Mr Collins, EB Room 99/2 (via KB)
12.30 p.m. 37/55	29		29	<b>29</b>	29	-	e e
	Single copies as indicated to be PM (No.10) Chief Secretary Financial Secretary Economic Secretary Minister of State (C) Minister of State (R)		Sir Douglas Wass Mr Burns Mr Littler Sir Anthony Rawlinson Angus Fraser Sir Lawrence Airey		Mr Byatt Mr Bailey Mr Norgrove Mr Le Chemina	nt **	Mr Wilding Mr Middleton Mr Kemp Mr Hall Mr Moore Mr Ridley Mr French Mr Mountfield Mr Monger Mr Harris
is di Magazina	6	Snapshot 6	-	6 6	6 6	<del>-</del>	Customs & Excise Inland Revenue
	6 6 18 1 1 1 1	6 6 18 1 1 1	- - 1 1 1 1	6 18 1 1 1	6 18 1 1 1	6 18 1 1 1	Bank of England MH (via KB) Mr Corcoran (for N.I.O.) JK MOM JR DY
After Lunch	Speaking cop	ру –	1 -	1 -	1 -	1 -	Chancellor (with Brief) Speaker's Office (via AJS)

Item No.	Speech	Snapshot (with checklist incorporated)	Resolutions	<u>FSBR</u>	Other Command	Press Notices	er e
During speech 46/65	30 * 16 * + 2 * 12 * + 2 * 11 * + 2 * 11 * 1 * 1 * 1 * 1 * 1 * 1 * 1 * 1	30 b		- - - - - - - - - - - - - - - - - - -	- - - - - - - - - - - - - - - - - - -	$ \begin{array}{c} -\frac{1}{2}\phi \\ -\frac{1}{3}\phi \\ -\frac{1}{2}\phi \\ -\frac{1}{1}\phi \\ -\frac{1}{1}\phi \end{array} $	Press Gallery (via DY) ITN Personal copies BBC Personal copies BBC Radio Personal copies IRN LBC Channel 4 Personal copies
At end of Speech 15/ 70	3 3 3 3 14 1	3 3 3 14	1 - - -	3 3 3 3 14 1	3 3 3 14 1	3 3 3 14 1	NEDO CBI TUC Conservative Research Dept. Diplomatic Missions (via JG) Mr Limon (via Mr Corcoran opies as indicated via DY to:-
56,	* Secti β With f	des 1 marked up and oned final section/at end o les 2 marked up and u	of speech	rita E	10	Mr A Go Sir W. Cl Lady Yo	odlad, Speaker, Mr Shore, ark, Mr Bifffi, Mr Renton, ung, Mr Foot, ann, Mr Joel Barnett
287	1	1	. <del>=</del> 2	1	-	1	(Mr Christopher (IRSF)

Item No.	Speech	Snapshot	Resolutions	FSBR	Other Command Papers	Press Notices	* *
At end of speech (contd.	10	<del>T</del> i	15	-	\ <u>-</u>		Cabinet (except PM Mr Pym, CST Lady Young
71	1 1 1 1 8	3 3 1 1	3 3 1 1	3 4 1 1	3 4 1 1	3 3 1 1	British Embassy, Washington UKREP Brussels BIS, NY BE, Paris Mr Salveson (For House Libraries)
Total of above  Despatched in hulls by CDI	219 (plus speaking copy)	94	41	123	124	73	36 <u>Brief</u> : 8 only of other Depts. (P with Brief)
bulk by CRU	105	130		60	60	60	60 other Depts. Mr Batchelor in CRU (for IDT)
63	320	460		300	270	440 (Tsy) 290 (Othe 220 (Tsy)	er Depts.)
Other IDT  Totel copies required	6319	2026	41	453	429	19 <b>60</b> (Tsy)	

1150 additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS c/o Committee Section by Departments responsible (see Item 12.)

- 1 copy of Snapshot, with each final section (ie 30 snapshots)

#### (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for pageby-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot,
   FSBR, Command papers and all press notices addressed
   to:-
  - 1. Sue Tinson, ITN Budget Programme
  - 2. Peter Hall, Editor 'Oracle' News services
  - to be handed over at end of speech.

#### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
- 3 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  - 1. Producer, BBC Budget Programme

BBC Economics Editor. and to be handed over at end of Speech.

### (d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot,
   FSBR, Command Papers and all press notices addressed
   to:-
  - Dominick Harrod
     BBC Economics Correspondent
     Producer, PM Budget Special
     NB: These envelopes to be handed over at end of Chancellor's speech

### (e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for pageby-page distribution\*

Command papers and all press notices, addressed to:-Mr Douglas Moffit, Economic Editor, LBC NB: This envelope to be handed over at end of Chancellor's speech \* 5 'marked-up' copies of Speech (unstapled) are to be provided by Mr Lawrence to Mrs L Willis by 2.30 p.m. (Mr Lawrence KB will also supply 2 copies to MH for P.A. and Reuters) Check arrival in Chancellor's Office of 41 copies of Resolutions (44)from Parliamentary Counsel's Office, 123 copies of FSBR from Treasury Accountant, 124 copies of Command papers and 8 Briefs (From EB KB/NL/MV - first 3 to JK, JR and PSJ) Issue 123 copies of FSBR, 124 copies of Command papers, 41 copies (45)of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to JK, MOM and JR) KB/LW 645 copies of snapshot to be taken to AB in the CRU to be packed (46)NL/KB in parcels as in Items 48 and 61. (see also item 40). CRU pack up documents indicated in parcels addressed as below. (47)(Speeches, etc. should be packed separately in bulk. Copies of Speech RC are not provided by Chancellor's Office):-30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons 45 copies of Speech, 45 copies of FSBR and Command Papers and 60 copies of snapshot and Press Notices to MH (for Lobby Conference) 10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS". The above parcels should then be packed for transmission to the House (see item 61) Start collation of full text of Speech with index and checklist Clerks (48)and **Typists** Before 12.00: Let Speaker's Private Secretary know roughly how (49)**AJS** long Speech will last By 12.30 p.m.: Make up and despatch SECRET envelopes containing (50)

- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR,

1 copy each of Speech, FSBR, Resolutions, Command Papers to:-

LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Ministers of State
Officials, etc. (See Annex for list 20)

RC to provide ext: messenger 26

Speaker (via Mr Salveson)

1 Set of above to Mr Corcoran (for Northern Ireland Office)
Plus any other Ministers or officials to whom the issue of advance
copies may be authorised by JK (N.B. This would mean a commensurate
increase in the number of copies needed)

- (51) At 12.30 p.m.: SECRET envelopes containing Speech and FSBR, to be given to messengers from:-
  - Customs & Excise

(6 copies of each) - including 1 to Isle of Man

Inland Revenue

(6 copies of each)

Bank of England

(6 copies of each plus 6 copies of press notices)

(KB to arrange that these messengers come to the Chancellor's messengers' lobby)

KB

(52) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to MH for allocation to members of IDT (Copies of Brief will be send direct to MH by EB and monitoring teams.)

MV/BC

(53) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to JK, MOM and JR, and of speech only to DY

LW

(54) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to:

LW

Leader of the House of Commons

Leader of the House of Lords

A Goodlad (Treasury Whip)

Leader of the Opposition (Mr Foot)
Shadow Chancellor (Mr Shore)
Chancellor's PPS
Mr Christopher (IRSF) - plus Press Notices
Sir William Clark (Chairman of Conservative Finance Committee)
Mr Joel Barnett, Chairman PAC
Mr Edward Du Cann, Chairman Treasury and CSD

to be given to DY to take to [Parliamentary Private Secretary's] room, House of Commons (to be given out after Speech) (JR to collect after Chancellor has sat down).

(55) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers and Press Notices.

JK

(56)	Cab: and	Envelope copies of Speeches for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 54)						
(57)	to C	DY takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech).  (See also item 43(a))  DY						
(58)	AJS	AJS arranges for copy of Speech to be taken to Speaker's Office AJS						
(59)	During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:							
	(a)	In the Press Gallery, Mr Hall will release on a page-by-page basis to the Press Association and Reuters the specially side-lined copies of the Speech (provided direct by Mr Lawrence). Mr Hall will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.						
	(b)	In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA Newsroom and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.						
(60)	parc as li unti	After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 47 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.						
(61)		er Speech has started allow access to Committee Section to essentatives of IDT who will pack:						
		<ul> <li>305 copies of Speech (supplied by CRU)</li> <li>275 copies of FSBR and 255 of other Command Papers.</li> <li>300 copies of other Depts'. Budget Press Notices</li> <li>415 copies of Snapshot</li> <li>430 copies of Tsy Press Notices</li> </ul>	RC					
		in envelopes for Press and other callers to collect						
(62)	Dur	ing Speech: Note changes from typed version	JR					
At en	d of Sp	peech						
(63)	and	e 7 sets of Speech, etc. to Chancellor's PPS from official box arrange for set to go to Leader or Deputy Leader of the House ords (see Item 54)	JR					

Despatch by hand copies of Speech to other members of Cabinet (see Item 56)

KΒ

(64)

1 1

(65)	On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61)							
(66)	Take 1 copy to O	fficial Reporter	*s			DY	/TS	
(67)	Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to EF2 Division							
(68)	Send copies as fol					KB		
	•	Speech and Brief	Snapshot Resolution, Press Notices	FSBR	Cmd Papers			
	Mr J Anson British Embassy Washington	1	3	3	3			
	Mr R Butt UKREP Brussels							
	Send 1 copy of each of above papers to: Director of British Information Services, NY							
	Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag							
	(Copies obtained from LW: See Item 4)							
(69)	Give 8 copies of Speech to TS for the Libraries of the House of Commons and the House of Lords							
(70)	Ensure all officia	als covering the	Official Box have	copies o	f the	DY	•	

## CHANCELLOR'S OFFICE

# BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

# BY CHANCELLOR'S OFFICE

										19	6)	
<u>Item No</u>	<u>.</u>	Speech		Resolutio	ns	FSBR	t gir	Othe Comma Paper	nd -	<u>Press</u> Notices		
.m. 42		2,	£	3	3 <sup>8</sup>						Mr Collins, EB Room 10/3 (via DB)	
2.30 p.m. 38/51	•	29		29		2.9		2 9			a a	
	!	Single copies	as indicated	to be sent	ьу	hand	to:	[	Dep S	ec of ]	18	
28 <sub>20</sub>		Economic Minister		Mr. Burns. Mr. Littler Sir Anthon Sir Dougla	ıy Ra	awlins oveloc	on k	M			Mr Wilding Mr Middleton Mr Kemp Mr Hall Mr Moore Mr Ridley Mr. French Mr Harris	ountfield onger
52		6 (Each	to send mess ellor's messe	enger to ngers' lobb	- (V)	6	j	6		<u>u</u> e	Customs & Excise	
		6	31101 0	.,,	÷.	6	99	, 6		-	Inland Revenue	
		6	(d) (d)		-	6	*(	6		6	Bank of England	8
53 54	(a) (b)	18 1 1 1 1	Snapshot 18 1 1 1 1 1		1 1 1 1	18* 1 1 1 1	,'	18 1 1 1 1		18 1 1 1 1	RG (via KB) Mr Corcoran (for N. JK MOM JR DY	
After 5 Lunch 6		Speaking co	py -	ž.	1 -	1 -	*	1 -		1 -	Chancellor (with Br Speaker's Office (\	rief) via AJS)



Speech	Snapshot	Resolutions	FSBR	42	Other Command Papers	Press Notices	
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1	3	3	A-	*	4	3	UKREP Brussels <sup>Ø</sup>
1	1	1	1	Э.	1	1	BIS, NY®
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1. 8	1	1	.e. €		•	~	Mr Salveson d (For Hous
e 219 (plus speaking	94 <sup>1</sup> g copy)	41	123	-	124	only of o	6 Brief: 8 (Øwith Brief)
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619	60 <u>\$</u>	41	443	E E	424, :		ner Depts) Brief: 8
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<sup>\*900</sup> additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS by Departments responsible (see Item 12).

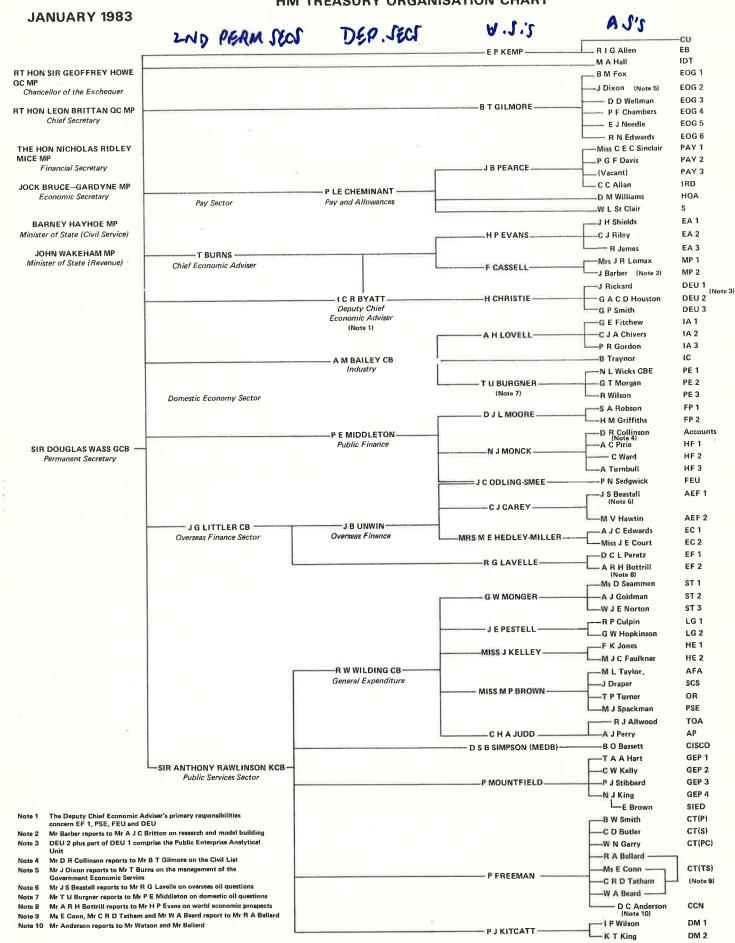


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tem No.	Speech	Snapshot (with checklist incorporated)	Resolutions	FSBR	PEWP	Other Command	<u>Press</u> Notices	8
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	1	82		1'	1	1	1	Mr Limon(via Mr Corcoran
55/64	9	( <del>-</del> );	-:	9	7*	10	<sub>DY</sub> to:-	opies as indicated νίε Mr A Goodlad
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	*	f Sectioned S With final section/e	ot end of speech				Mr Pym	Parliamentary
	¢.	Includes 2 marked up unstapled copies	and				Lady Young	Private Secretary Mr Du Cann Mr Joel Barnet
		Auaigbian cohisa	24.				Press Not	ices
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#### **HM TREASURY ORGANISATION CHART**





INLAND REVENUE CENTRAL DIVISION SOMERSET HOUSE

From: A W Kuczys 18 January 1983

MISS O'MARA

## BUDGET AIDE MEMOIRE

- 1. Thank you for copying your note of 13 January to the Revenue.
- 2. We have only one comment on the draft aide memoire. We are currently due to receive 6 copies each of the Speech and the FSBR on Budget Day (item 51), but no copies of the snapshot. We would find it helpful to include 6 copies of the snapshot in our package: is this possible?
- 3. I don't think it is necessary for us to send anyone to your meeting at 4.30pm on Friday. We (and, I understand, Customs) are content for FP to look after our interests.

A W KUCZYS

cc Mr Martin PS/Customs Mr Painter Mr Lewis Mr Mace Mrs Hubbard Miss Dyall





FROM: R G LAVELLE

DATE: 18 January 1983

MISS O'MARA

cc: Mr Graham

BUDGET AIDE\_MEMOIRE: PARA 26

We made two changes last year in the arrangements for Budget messages to overseas colleagues viz (i) abandoning the Wass message to the Co-ordinating Committee and (ii) clearing/sending the one to Finance Ministers etc towards the end of Budget week.

- 2. So I suggest the reference to the EF role be reduced to:
  - " Mr Lavelle to prepare a telegram to selected overseas Finance Ministers etc for issue later in the week;
  - " Governor ... ".

R G LAVELLE





FROM: J GRAHAM

DATE: (8 January 1983

MISS O'MARA

cc Mr Lavelle Mr Bottrill

#### BUDGET AIDE MEMOIRE

Item 15(b) covers distribution of budget documents. I think it should be amended to reflect last year's practice when 14 sets were distributed. This number included 2 extra copies for the Canadian Commission and the Japanese Embassy in addition to the 12 already listed.

2. It might also be more helpful if the tasks at 15 and 67 are allocated to one person, KB for example, from The Chancellor's Office, rather than the three as at present.

J Graham

EF2 Roon 106/3 Ext 6160

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FROM: T A M POLLOCK DATE: 19 JANUARY 1983

PS/CHANCELLOR
(Miss O'Mara)

BUDGET AID MEMOIRE CHANCELLOR'S OFFICE TIMETABLE

In response to your note of 13 January, it would be helpful if I could be included in the list of 'Other Private Offices' for distribution of papers.

MISS T A M POLLOCK



FROM: A W BATCHELOR

DATE: Z JANUARY 1983

MISS O'MARA

cc Mr Hart

Mr Chambers

Mr Page

Mr Carpenter

Mr Hunter

Mr Corcoran

Mr Haydon

#### BUDGET AIDE MEMOIRE

I attach at Annex A revisions to the Budget aide memoire which we discussed at our meeting last Friday and at Annex B a summary of the distribution lists for the budget documentation.

Neither Annex takes account of the changes which may be required to the distributions which are undertaken by the Chancellor's office; other than that I trust that the figures can now be regarded as reasonably firm.

I would be glad if copy recipients could let me have any comments they have on the annexes. In particular I would be glad if Mr Page and Mr Haydon could re-consider the need for so many spare copies. The most I think we could run to would be 15 copies of the speech, 50 copies of the snapshot and 50 copies of the press notices. It takes time to collect these when we are up against deadlines and it is a case of every little helps.

I would also be glad if Mr Hart could also let me know whether he envisages that other Government Departments will issue press notices on public expenditure topics. I would welcome the opportunity to comment on the letter or PESC paper which is sent to departments on this issue.

It would probably be more convenient if all budget material coming into the building from other Government Departments (eg FSERs and press notices) were directed to me in Committee Section (74/G) in three separate parcels (one for the Chancellor's office, one for the vote office and one for IDT) containing the required number of copies. This has advantages in creating only one control point. Perhaps the letter referred to at item 12 in the aide memoire could reflect this - if you are attracted by this idea.

A W BATCHELOR

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#### Revisions to Budget Aide Memoire

(edition circulated on 13 January 1983)

### Item 12

Numbers of Press Notices required as follows

Treasury PNs	Total required	1960
	Vote Office	1150
	Chancellor's Office	73
	IDT, and Treasury mailing lists	737
Other Departmental	Total required	1600
PNs	Vote Office	1150
	Chancellor's Office	73
	IDT	377

### Item 38

The figures should be 219 and 2014 respectively.

#### Item 41

The figures in line 2 (number of copies of speech to be rolled off by CRU) should be 420 and the figure in line 4 (Private Office production of speech) should be 219.

#### Item 46

This item is not really necessary as we roll off copies of the snapshot in the CRU.

#### Item 47

First Inset paragraph should read
"50 copies of speech and 60 copies of snapshot to
Home Press Gallery, House of Commons"

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## Item 61

The figures are as follows:-

315 Copies of Speech

295 Copies of FSBR

260 Copies of other Command Papers

290 Copies of other Depts Budget Press Notices

455 Copies of snapshot

660 Copies of Treasury Press Notices

The detailed distribution of these documents is listed under "IDT distribution" in Annex B.

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	Item No in Budget Aide Memoire	Speech	Snapshot	FSBR	White	Træsury Press Notices	Press		
Chancellor's Office	Various	219	106 ×	123	124	73	73	8	
Distribution									
Vote Office and House			6						
of Lords	-	-	1150	_		1150	1150		
Cabinet Office (for									
distribution to all									 
Ministers)	-	-	185	-	\ <del>-</del>	_			
Press Conferences									
a) Press Gallery	49/60	50	60	co-	60	-	-	_	
b) Lobby Conference	49/60	45	60	60-	\$500 AS	60	60		
c) Overseas correspondents	47/60	10	10	_	760	-	-		
		(105)	(130)	( 5)	(25)	(60)	(60)		
107 distribution			120	120	120	120	120		
a) Fleet Street Press	63 61	130	130	230	2120	130	130		
b) Foreign Financial									
Journalists	63 81	_	20	20	-		-		
c) Non Press	63 61	130	130	120	120	130	130		
d) Dept Press Offices	63 61	30 25	30.25	30 25	30 25	3.0	30		
e) Treasury Mailing list	63 8	- 25	-	-		220	-		
f) Spares	63 61	13025	95 700	208 30	10 🗶	150	-		
		(315)	(1992)	(295)	(260)	(660)	(595)		
Expenditure Divisions (incl. copies)			(405)	(310)	(280)	(50)	(280)		
TOTAL		638	2016	453	1799	1960	1600		
			876						
			115						

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by CRU 40/51/55 47	#5 105	120 130		<b>45</b> 60	7	45.60	60 Tay	) ( Mr Batchell in CRU
Total of abov Despatched in	speaki	94 <sup>1</sup> ng copy)	41	123	ė.	124	only of ot Depts	Depts
70	8			(4)				Mr Salveson (For Hor Librari
	1.	1	1	1		1	1	BE, Paris House
	1 :	3 1	3 1	4	. *	1	1	BIS, NY®
69	1	3	3	, 3 ₹		3	3'' '' 3	British Embassy, Washing UKREP Brussels
At and of spe	18	-	=	* • 1		10.7 g.	4	Cabinet (except PM Mr Pym, CST Lady Young
Item No.	Speech	<u>Snapshot</u>	Resolutions	FSBR	_	Other Command Sapers	Press Notices	

<sup>\*</sup> additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS by Departments responsible (see Item 12).

c/o Committee Section

F 1

KESIKICIEU

FROM: MISS M O'MARA

DATE: IB James 1983

February

Mr Kerr

Miss O'Mara

Miss Rutter

Miss Young
Mr Brazier

Mr Lawrence Mr Visconti

Mrs Willis Miss Taylor

Mr Gieve

Miss Swift
Mr Donnelly

Mr Kwiecinski Mr Harrison Miss Pollock

Mr J Williams Mr Bush

Mrs Dunn Mr Hudson Mr Milner

Mr Ridley Mr French

Mr Harris

Mr Kemp

Mr Allen

Mr Norgrove Mr Corcoran

Mr Collins Mr Hall

Mr Monaghan

Mr Page

Mr Macrae Miss Edwards

Mr Haydon Mr TAA Hart Mr Moore

Mr Moore
Mr Martin
Mr Lavelle

Mr Graham Mr Salveson Mr Stubbington

Mr Collinson Mr Hunter Mr Chambers Mr Batchelor Mr Bobsin Mr Carpenter

Parliamentary Private Secretary

PS/Inland Revenue

PS/Customs & Excise

#### BUDGET AIDE MEMOIRE

## CHANCELLOR'S OFFICE TIMETABLE

I attach a/draft of this year's Budget Aide Memoire.

2. I should be grateful if copy recipients would check through this and let me know of any errors or omissions by close of play on Maday 7 February please. Any suggestions for improvements on the practice of earlier years would be welcome. Could Mr Hall in particular consider whether we need to alter our press arrangements to cover Channel 4/Breakfast TV interests.

3. We hope to arrange a meeting during the course of next week to discuss nuts and boltsin more detail.

McM MISS M O'MARA

## **BUDGET 1983: CHANCELLOR'S OFFICE TIMETABLE**

# Total number of papers distributed under these arrangements (See Annex)

	Private		Parliamentary
() pr	Office	CRU	Section
¥?			*   **********************************
Speech	219	360	Mr Salveson will make his
•			own arrangements
Snapshot	94	460	5 5
Resolutions	41	(( <b>=</b> 1)	* Pagis.
FSBR	123	310	
Command Papers	124	290	8
Press Notices	73	475 (Tsy)	
		355 (Non Tsy)	
Brief	8	235	
•			ST HET IS STORY
Code	JK John Kerr	(5728)	
<del></del>	MOM Margaret O'Mar	ra (5418)	
÷	JR Jill Rutter	(5457)	Fire
	KB Ken Brazier	(5597)	* -93 8-0 F
	NL Nigel Lawrence	(5512)	4
	MV Marco Visconti	(3910)	
	DY Donna Young	(5487)	F-606910651
	LWLesley Willis	(4262)	gym iz 5
*	PT Pat Taylor	(3836)	raa aya b
	RCRon Carpenter	(3327)	
*	AB Tony Batchelor	(7278)	
	PK Peter Kemp	(3016)	
	MH Martin Hall	(3443)	
	JP John Page	(7616)	E 1778 1
	FM Frank Martin	(7393)	8 8
. 20 0	BC Barry Collins	( <del>7426)</del> (5514)	
	AJS John Salveson	(4749)	
	TS Tim Stubbington	(5532)	
	JG John Graham	(6160)	
	CU Central Unit	(3942)	8
	GH George Haydon	(7565)	

Distribution: (Further copies are available from Ken Brazier)

Chancellor's Office	Other Private Offices, &c.	Central Unit/EB
Mr J Kerr Miss M O'Mara Miss J Rutter Mr K Brazier Mr N Lawrence Mr M Visconti Miss D Young Mrs L Willis Miss P Taylor	Mr J Gieve Miss J Swift Mr M Donnelly Mr C D Harrison Mr E Kwiecinski Mr J Williams Mrs R Dunn Mr A Hudson Mr A Ridley Mr D French Mr R Harris PS/Customs & Excise PS/Inland Revenue	Mr Kemp Mr Allen Mr Norgrove Mr Corcoran Mr Collins (Pa:liamentary Private Secretary) Mr Mountfield
34"	Mr. I Renton MP (MOC)	

#### Parliamentary Section

Mr Salveson Mr Stubbington

OF

Mr Lavelle (Item 26)

Mr Graham (Items 15 & 67)

GE

Mr Mountfield

 $\mathbf{FP}$ 

Mr Moore Mr Martin

EO

Mr Chambers Mr Batchelor

Mr Bobsin

IDT

Mr Hall

Mr Monaghan

Mr Page

Mr Macrae

Miss Edwards

Mr Haydon

Accounts

Mr Collinson

Mr Hunter

CHANCELLOR'S OFFICE

January 1983



## PRELIMINARY

# Preparation in weeks before the Budget

will be as follows:-

			1
	(1)	Arrange audience of The Queen with her Private Secretary	JR
	(2)	Arrange for sufficient \$600 machines, stocks of paper and a mechanic on call to be available from Sunday.	KB/AB
	(3)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office.	MH SH
	(4)	Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on [day before Budget] 14 Mark and on Budget Day. (For Private Office and IDT as well)	JR/FM
	(5)	Submit publicity arrangements to Chancellor	MH
	(6)	Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section.	JP
	(7)	Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)	AJS/KB
	(8)	CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs) Confum	CU/ĴR/AJS
	(9)	Arrange for laying of White Papers, etc.	AJS
	(10)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements.	JK/MH
**	(11)	Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.)	JR
	(12)	Two weeks before Budget Day, KB writes to Vote Office about Resolutions and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, of the these notes will specify that the numbers of Press Notices required will be as follows:-	for Cabuilt collect Snapsha KB/CU



	/				
		9,	1,810	· )	- 1
	Treasury PNs	Total required		will check)	
		Vote Office	-900 L, 000	1	
	Printed Paper Office 150	Chancellor's Office	73擎	1	5
	3) (1995) *	IDT and Treasury	139-	/	Ī.
174		Mailing lists	737	1	Ī
	Other Departments PNs		(g)	Snapshot	_
		Total required	1,333 4,000	\	
	Rosal Poper office 150	Vote Office	900-1,000	Vote Office	The state of the s
	Printed Paper office 150	IDT	360	Printed Page	COFFE IX
		Ch's Office	73	( chancellor)	Office
(12)	On 7 Marh (A week before Budget D	Tart December care on a	stand-by hasis to	take 775	
(13)	staff home on the night h	nefore the Budget, gro	uping staff by ar	eas Certureli-	100-
5	but ensuring that extra o	ars are available if ne	cessary; also car		185)
.=	take MOM, JR and DY w	ith Speech sections to	House at 3.00 p.	m.	
	on Budget Day	-			RC
			11.4 3 3.1.1	3	1
(1 <del>4</del> )	Prepare addressed envelo		e listed below un	aer	LW
•5	Items 15,34,48,5%,38 and 47,50,53,57	71			D11
(15)	Make arrangements for t	those entitled to collect	ct copies of Spee	ch,	
(10)	Snapshot, FSBR, Resolut	ion and other Comma	nd papers from E	nquiry	_
	Room after the Chancel				NE MV
		\—	2	3h	
	(a) NEDO (211 3000)		nave 3 copies of S FSBR, Comman	_	
	CBI (379 7400) TUC (636 4030)	)any Pres	· ·	d rapers and	
	Conservative Resear				
	Dept (222 9000)	)			
			\		
= 1.1 (%) #:	(b) MV to arrange with.	AT in EF2 Division (M	.H.) to collect for	r issue	
R.	to Australian and New Z	ealand High Commissi	lons, EEC Diplom	f	:: <u>11</u>
	Missions, and Mr Newma	sets in all)	racher High	f Commission and	Taparese
	the above documents (p.	4	0		Combessy
	(c) MV to arrange with	Mr Corcoran for him t	o pick up i copy	eacn	U
	of Speech, FSBR, other	Command Papers and	Press Notices for	•	
	Mr Limon, Clerk to the	Treasury and Civil Ser	vice Committee		
(1.4)	Arrange with Treasury	Lacountant_Parliamer	tary Counsel's O	ffice.	*
(16)	IR, C&E, Treasury Divis	ions and other Depart	ments for correc	t number	
	of copies of FSBR; Reso	lutions, Command Pa	pers and any Pre	ess	
	Notices to be delivered	to KB and AB in CRU	as appropriate (s	ee	/4 -
15		fr '1 - 1 f D-1			KB/AB
	10 March	of FSBR to be ogth of Speech.	Francy Acor	motor to	Locat a si
(17)	Thursday before Budget	of FSBR to be	Central to Unit	tor correct nur	is march.
	Inform IDT of likely len	gth of Speech.		Dalle the first	JK/JP
	2				
(18)	Friday before Budget !!				
	Send copy of latest draf	t of Speech to PM if (	Chancellor wishes	s, and	772
	to Ads				JK
(10)	Cub-mit doeft C-omplet t	o Chancellor's Office			EB/IDT
(19)	Submit draft Snapshot t	o chancenor a Cirice			, <b>-</b>

S

(20)	EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box	BC/JR
(21)	Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office	PK/CU
(22) (23) Saturd	Submit final draft of TV speech if available  Check with JK whether any other ministers of Officials  are to recline advance copies of Budget downers  The than those at Annex. S SATURDAY-MOND  12 March  lay before Budget	Mr French/ MH (人)の AY
Datare	ally before budget	
(24/23)	Second book proofs of FSBR received by Treasury Accountant,	TH
124/244	10.00 a.m.  Work as necessary to produce final version of Speech	JK
6/25)	Chancellor: photo-call in Surrey	16 7K
(20)	(NB IDT to be informed of any interesting pre-Budget weekend invitations)	
33 (20)	Type Snapshot on A4 paper	EB
78	Type Shapshot on A4 paper	
22 1251	Check and make corrections in Chancellor's speaking copy, section	
	by section	Chancellor's Office
. 29		Office
201 (20)	Roll off and collate 37 copies of speech for:	PT :
de i	- Private Secretaries (3) - EB (3 copies) - to check Brief, Snapshot and Guidance telegrams - Mr Lavelle - to prepare telegrams to overseas Governments:  (a) Chancellor to EEC Finance Ministers  (5) Laker in the week	s etc for
14	EEC Commissioner for Financial and Monetary Affairs	
	MD of IMF	
*	Finance Ministers in US, Japan and Canada	
	(b) Sir Douglas Wass to Members of Co-ordinating Committee  Governor, Treasury Ministers (6)  Permanent Secretaries (PS/IR, PS/C&E, Deputy Secretaries (Mr Kemp, Mr Moore, Mr Hall, Mr Salveson, Mr Ridley, Mr French, Mr Harris, Mr Norgrove, Mr Mountfield, Mr Monger,	780
- A	Arrange with BC for EB's copies to be delivered on Saturday	KB/BC
(30)	Continue and analysis to Change lieu	JK
(المنطق المنطقة	Send speaking copy and spare to Chancellor	017
	Monday 14. Mark	
1287	9.00 a.m. Ensure that copies circulated by hand as in item 26	KB 🤞
i i		

26)		
(3)	Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day.	вс
(3.21)	Confirm likely length of speech with IDT to guide radio/TV.	JK/MI4
100	By 2 p.m. start amending speech as necessary	LW
(35)	Check any corrections section by section	hancellor's Office
(36)	The state of the s	
(39)	Chancellor due at Buckingham Palace, 6.00 p.m.	MOM/P.C
(38)	Receive Snapshot from EB(BC) for checking	MOM/BC
(39)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised.	JK/LW
(46)	Final check of Snapshot before collating	мом
1200 37	Photocopy 33 copies of final text, section by section, for	PT
*	- Chancellor - Prime Minister	5
n e e	- (Treasury Ministers (5) 21 - Officials and Advisers (5% - listed in annex)	v 5.1
a (4-1)	- Private Secretaries (4)	nws
[38]	Roll off 225 copies of speaking copy, section by section and 237 copies of snapshot (White Paper)	PT/CRU
BUDGE	ET DAY:	(à
(4-3)	Ensure Chancellor stays away from Treasury (Photocall at No.ll or "walkabout" in park with Lady Howe for evening papers)	JP
140)	10 a.m.: Budget Cabinet	#
(4-5)	By 11 a.m. the master copy of Speech is to be given to AB in the CRU for see copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items of and by. From Private Office production of Speech (225) copies) send 2 copies by hand to BC (EB Room (225) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, (2) copies to be made for BBC TV, BBC Radio, IRN, ITN (2 copies), PA, Reuters and PA Newsroom (Breakfast TV).	AB/BC/MV
Ministr	Check arrival of press notices against numbers expected (see item 12). Issue required numbers to S and PS in accordance with list in Annex	KB
(H6)	Prepare packages as follows:	NL/LW
55"	(a) Press Gallery via DY (see also item 59)	
•0	<ul> <li>30 copies of sectioned version of Speech, in separate envelopes each marked with number of section</li> </ul>	18



- 1 copy of Snapshot, with each final section (ie 30 snapshots)

#### (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for pageby-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Sue Tinson, ITN Budget Programme
  - 2. Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.

#### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section

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- 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
- Separate envelopes, containing 1 copy of Speech, snapshot,
   FSBR, Command Papers and Press Notices, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. James Long BBC Economics Editor. and to be handed over at end of Speech.

## (d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section reaches.
- l unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
  - 1. Dominick Harrod
  - \*BBC Economics Correspondent
  - 2. Producer, PM Budget Special
  - NB: These envelopes to be handed over at end of Chancellor's speech

#### (e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for pageby-page distribution\*

1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's

speech Channel unstapped Speech with sidelives and headlines for page by of envelope enclosing a copy of the speech shapshot, FSBR 'marked-up' copies of Speech (unstapled) are to be provided by Mr Lawrence to Mrs L Willis by 2.30 p.m. (Mr Lawrence will also supply 2 copies to MH for P.A. and Reuters)

and all press notices addressed to: Miss

Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 123 copies of FSBR from Treasury Accountant, 124 copies of Command papers and 8 Briefs (From EB - first 3 to JK, JR and PSJ)

KB/NL/M

Issue 123 copies of FSBR, 124 copies of Command papers, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to JK, MOM and JR)

KB/LW

645 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 48 and 61. (see also item 40)

CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 45 copies of FSBR and Command Papers and 60 copies of snapshot and Press Notices to MH (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 62)

Start collation of full text of Speech with index and checklist

Clerks . and

Copy of speech to ANS who will

Typists

Before 12.00 Let Speaker's Private Secretary know roughly how long Speech will last

AJS

By 12.30 p.m.: Make up and despatch SECRET envelopes containing

· v :

1 copy each of Speech, FSBR, Resolutions, Command Papers to:-Prime Minister RC to Chief Secretary provide extr Financial Secretary messenger Economic Secretary Ministers of State Officials, etc. (See Annex for list) Speaker (via Mr Salveson) 1 Set of above to Mr Corcoran (for Northern Ireland Office) Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JK (N.B. This would mean a commensurate increase in the number of copies needed) Snopshot At 12.30 p.m.: SECRET envelopes containing Speech, and FSBR, to be given to messengers from:-(6 copies of each) - including 1 to Isle of Man Customs & Excise Inland Revenue (6 copies of each) (6 copies of each plus 6 copies of press Bank of England notices) (KB to arrange that these messengers come to the Chancellor's messengers' KB lobby) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to MH for allocation to members NL: . WY/BC of IDT (Copies of Brief will be send direct to MH by EB and monitoring teams.) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to JK, MOM and JR, and of speech LW 1 set each of Speech, FSBR, and Command Papers in sealed envelopes LW addressed to: Leader of the House of Commons Mi Bifter Leader of the House of Lords Lady Young Leader of the Opposition (Mr Foot) Shadow Chancellor (Mr Shore) Chancellor's PPS (M Restor) Mr'Christopher (IRSF) - plus Press Notices Sir William Clark (Chairman of Conservative Finance Committee) Mr Joel Barnett, Chairman PAC Mr Edward Du Cann, Chairman Treasury and GED TCSC MA Goodlad (Treasury Whip)

to be given to DY to take to <del>[Parliamentary Private Secretary's]</del> room, House of Commons (to be given out after Speech) (JR to collect after Chancellor has sat down).

Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers and Press Notices.

JK

### Budget Day: After lunch

Envelope copies of Speeches for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 54)

DY takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 43(a))

(60) Arrange with above Office collection of 185 AJS arranges for copy of Speech to be taken to Speaker's Office of the arrange for copy to each office eporter.

AJS/AB AJS //R

During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:

In the Press Gallery, Mr Hall will release on a page-by-page basis to the Press Association and Reuters the specially sidelined copies of the Speech (provided direct by Mr Lawrence). Mr Hall will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.

(CA) Ensure all official covering the Official Box Have copies of

In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA (b) Newsroom and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.

After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 47 to PPG's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.

RC

After Speech has started allow access to Committee Section to representatives of IDT who will pack:

- 205 copies of Speech (supplied by CRU)

300- 275 copies of FSBR and 255 of other Command Papers.

290 - 300 copies of other Depts'. Budget Press Notices

in envelopes for Press and other callers to collect

460 - 415 copies of Snapshot

440 - 430 copies of Tsy Press Notices

RC

1481)

During Speech: Note changes from typed version

JR

At end of Speech

Mr Renton Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 🔀)

JR

Despatch by hand copies of Speech to other members of Cabinet (see Item 56)

KB

1660 La

On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61)

DY

(66) Take 1 copy to Official Reporters

-DY/T8

(Em)

Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to EF2 Division

M V <del>XB</del>/JG

-KB MV

170'

Send copies as follows:-

9. 4	Speech and Brief	Resolution, Press Notices	FSBR	Cmd Papers
Mr J Anson British Embassy Washington	1	3	<b>3</b>	3
Mr R Butt UKREP Brussels	1	3	4	4

Send 1 copy of each of above papers to: Director of British Information Services, NY

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag

(Copies obtained from LW: See Item 44)

(72) (49)

Give 8 copies of Speech to TS for the Libraries of the House of Commons and the House of Lords

TS

(70) Ensure all officials covering the Official Box have copies of the Brief.

CHANCELLOR'S OFFICE

# BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

# BY CHANCELLOR'S OFFICE

								07
<u>Item No</u> .	Speech	Resolut	ions FSBR	₹.	Other Command Papers	Press		ė .
m. 42	2		ĝ				Mr Collins, EB Room <del>10/3</del> (via E 99/2	ŒI) ≺B
.30 p.m. 38/51	× 27	000	27 34		29 27			
	Single copies as ind	icated to be se	int by hand	d to:	(/De	p Sec of		*
a,	PM (No.10) Chief Secretary	Sir Doug	las Wass	#(	# A	Bvat.t	Mr Wilding Mr Middleton Mr Kemp	n y
9	Financial Secre Economic Secret Minister of Sta Minister of Sta	ery Mr Little te (C) Sir Anth te <b>MR</b> <del>Sir Doug</del>	er nony Rawlin <del>las Lovel</del> o	JCK- HNYW	Mr Mr	Bailev Norgrove	Mr Hall Mr Mr Moore Mr Mr Ridley	r Mountfie r Monger
e e	Minister of one	(R) Sir Lawr	ence Airey	y	Mr	unwin	Mr. French Mr Harris	F1
52	6	shot	6	, i	<sub>9</sub> 6	-	Customs & Excise	messenger
	មិសនិស្សក៏នៅ ™ 6	6	- 6	4. j. i.	<sup>100</sup> 6		Inland Revenue	messengers
	6		- 6	r ac <sub>g</sub>	6	6	Bank of England	J 101069
53 (a) (b)	18	8 1 (a) :	- 18:	e vie Anti	1.0	10	Mr Corcoran (for	N.I.O.)
54.	1	1	1 1	35	1	1	MOM	_ = <sub>40</sub>
	1 1	1 -	1 1	)7	ī	1	JR DY	
\fter 57 .unch 60	Speaking copy .1	• , , ,	1 2 2 1		.11.2 2.11 3		Chancellor (with Speaker's Office	n Brief) e (via AJS
			a a	20			8	

	10.1		* a ::	•			1 12 18	
gin No.	Speech	Snapshot (with checklist incorporated)	Resolutions	FSBR	PENC	Other Command	Press Notices	
ring Speech 1989, 44/48 1939, 44/60	30 16*+ 2* 12*+ 2* !! 18*+ 2* 5*+	30 <sup>d</sup> - 2 <sup>d</sup> - 2 <sup>d</sup> - 1 <sup>d</sup>		2 g	Garage S.	- 2 <sup>g</sup> d - 2 <sup>g</sup> d - 1 <sup>g</sup>	2 d - 2 d -	Press Gallery (via DY DY Personal copies BBC Personal copies BBC Radio Personal copies IRN LBC Channel 4
t end of Speech	l*	18	_	]\$ 3	6	3	3	Personal copies NEDO
ungan 15/68	3 3	3	1.8	3 [3	2	3 3	3	CBI TUC
	3 3 14	3 3 14	- -	3 14	3	3 14	3 14	Conservative Resea Diplomatic Missions (via JG)
	1	**************************************		1'	5	1	1	Mr Limon(via Mr Corcoran
5/64	9	- Includes 1 marked up	 p and unstapled c	<b>9</b>	3	10	Single c <sub>DY</sub> to:- Speaker	opies as indicated v Mr A Goodlad Mr Shore Sir W Clark
	y •	Sectioned With final section/o Includes 2 marked up unstapled copies	at end of speech	# ≡ ***			Mr Pym Lady Young Mr Foot 1 Press Not	Parliamentary Private Secretary Mr Du Cann Mr Joel Barn ices
4.0	1	1	W. Company	1		1	1	(Mr Christopher (IRSF)

AND THE PROPERTY OF THE PARTY O



<u>Item No</u> .	Speech	Snapshot	Resolutions	FSBR	78	Command Papers	Notices Notices		
At and of spec	ech (contd.)	<u>.</u>				<u> </u>		Cabinet (except	рм .
65	18	<b>.</b>	-			2	: <del>-</del>	Mr Pym, CST Lady Young	
58		(#		. 3·		· 3	3	Oritish Embassy, Wa	shi
69	1	3	3			3	3	UKREP Brussels	10.0
	1 =	3	3	4		4	<u>.</u> J	BIS, NY	3, 3
	1	1	1	ì		1	1	BIS, NY	
I	1	1	1	1		1	1	BE, Paris d (Fo	Hov.
70	8			X Ř				Mr Salveson Lib	rar
*. — Total of abov	e 219 (plus 22( speaki	94' ng copy)	41	123		124		Brief: 8  (with Brief) s,	
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Other

<sup>\*</sup> additional copies of Treasury and non-Treasury Press Notices. will be sent direct to AJS by Departments responsible (see Item 12).



#### RESTRICTED

FROM: MISS M O'MARA DATE:9 February 1983



Mr Kerr

Miss O'Mara Miss Rutter Miss Young Mr Brazier Mr Lawrence Mr Visconti Mrs Willis Miss Taylor Mr Gieve Miss Swift Mr Donnelly Mr Kwiecinski Mr Harrison Miss Pollock

Mr J Williams Mr Bush Mrs Dunn Mr Hudson Mr Milner

Mr Ridley Mr French Mr Harris

Mr Kemp Mr Allen Mr Norgrove Mr Corcoran Mr Collins

Mr Hall Mr Monaghan Mr Page Mr Macrae Miss Edwards

Mr Haydon Mr T A A Hart Mr Moore Mr Martin Mr Lavelle Mr Graham Mr Salveson Mr Stubbington Mr Collinson Mr Hunter

Mr Chambers Mr Batchelor Mr Bobsin Mr Carpenter Mr Renton

PS/Inland Revenue

PS/Customs & Excise

#### **BUDGET AIDE MEMOIRE**

#### CHANCELLOR'S OFFICE TIMETABLE

I attach a second draft of this year's Budget Aide Memoire.

I should be grateful if copy recipients would check through this and let me know of any 2. further errors or omissions by close of play on Friday 11 February. The Annex will be circulated separately.

MISS M O'MARA

\*

# **BUDGET 1983: CHANCELLOR'S OFFICE TIMETABLE**

# Total number of papers distributed under these arrangements (See Annex)

	Private Office	CRU	Parliamentary Section
Speech	219	360	Mr Salveson will make his own arrangements
Snapshot	94	460	_
Resolutions	41	( <del>=</del>	
FSBR	123	310	
Command Papers	124	290	
Press Notices	73	475 (Tsy) 355 (Non Tsy)	
Brief	8	235	
Code	JK John Kerr	(5728)	
	MOM Margaret O'Mai		
	JR Jill Rutter	(5457)	
	KB Ken Brazier	(5597)	
	NL Nigel Lawrence	(5512)	
	MV Marco Visconti	(3910)	
	DY Donna Young	(5487)	
	LW Lesley Willis	(4262)	
	PT Pat Taylor	(3836)	
	RCRon Carpenter	(3327)	
	AB Tony Batchelor	(7278)	
	PK Peter Kemp	(3016)	
	MH Martin Hall	(3443)	
	JP John Page	(7616)	
	FM Frank Martin	(7393)	
	BC Barry Collins	(5514)	
	AJS John Salveson	(4749)	
	TS Tim Stubbington	(5532)	
	JG John Graham	(6160)	
	CUCentral Unit	(3942)	
	GH George Haydon	(7565)	

Distribution: (Further copies are available from Ken Brazier

Office	. Cent	ral Unit/EB
	Mr K	emp
ıra	Mr A	llen
er	Mr N	lorgrove
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IDT  $\mathbf{FP}$ Parliamentary Section Mr Hall Mr Salveson Mr Moore Mr Stubbington Mr Martin Mr Monaghan Mr Page EO OF Mr Macrae Mr Lavelle (Item 26) Mr Chambers Miss Edwards Mr Graham (Items 15 & 67) Mr Batchelor Mr Haydon Mr Bobsin GE Accounts Mr Mountfield Mr Collinson Mr Hunter

CHANCELLOR'S OFFICE February 1983

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### PRELIMINARY

# Preparation in weeks before the Budget

(1)	Arrange audience of The Queen with her Private Secretary	JR
(2)	Arrange for sufficient 5600 machines, stocks of paper and a mechanic on call to be available from Sunday.	KB/AB
(3)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office.	MH
(4)	Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 14 March and on Budget Day. (For Private Office and IDT as well)	JR/FM
(5)	Submit publicity arrangements to Chancellor	MH
(6)	Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section.	JP
(7)	Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)	AJS/KB
(8)	CU in consultation with AJS circulate note commissioning press notices from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs) Confirm all numbers with AB.	CU/JR/AJS AB
(9)	Arrange for laying of White Papers, etc.	AJS
(10)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Ministers' TV and Radio engagements.	JK/MH
(11)	Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts.)	JR
(12)	Two weeks before Budget Day, KB writes to Vote Office about Resolutions and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. KB to arrange for Cabinet Office to collect Snapshot. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:-	KB/CU

### and the same of the same

Snapshot	Total required Vote Office Printed Paper Office Chancellor's Office			
	IDT Cabinet Office	775 185		
Treasury PNs	Total required Vote Office Printed Paper Offic Chancellor's	1,810 1,000 ce 150	(AB will check)	
	Office	73		
	IDT and Treasury Mailing lists	737		
Other Departments PNs				
	Total required Printed Paper Office Chancellor's Office			
	Vote Office	1,000		
	IDT Ch's Office	360 73		
On 7 March reserve cars the night before the Bud that extra cars are avail JR and DY with Speech Day.	get, grouping staff by able if necessary; als	areas but o car to tak	ensuring e MOM,	RC
Prepare addressed envel	opes or labels for tho	se listed be	low under	
Items 15,47,50,53,57 and	171#-			LW
Make arrangements for a Snapshot, FSBR, Resolut Room after the Chancel	tion and other Comma	and papers	f Speech, from Enquiry	MV
(a) NEDO (211 3000) CBI (379 7400) TUC (636 4030) Conservative Resear Dept (222 9000)	)Snapsho )any Pre		ies of Speech, ommand Papers and	
(b) MV to arrange with to Australian and New Z Missions, and Mr Newma and Japanese Embassy so (14 sets in all)	ealand High Commiss an, US Embassy, Cana	sions, EEC l dian High C	Diplomatic Commission	

(13)

(14)

(15)

(14 sets in all)

(c) MV to arrange with Mr Corcoran for him to pick up 1 copy each of Speech, Snapshot, FSBR, other Command Papers and Press Notices

for Mr Limon, Clerk to the Treasury and Civil Service Committee

Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to KB and AB in CRU as appropriate (see Annex) by close of play on Friday 11 March at the latest. Also arrange with Central Unit for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March.

KB/AB

(17)	Thursday 10 March Inform IDT of likely length of Speech.	JK/JP
(10)		
(18)	Friday 11 March Send copy of latest draft of Speech to PM if Chancellor wishes.	JK
(19)	Submit draft Snapshot to Chancellor's Office	EB/IDT
(20)	EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.	BC/JR
(21)	Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office.	PK/CU
(22)	Submit final draft of TV speech if available.	Mr French/ MH
(23)	Check with JK whether any other Ministers or Officials are to receive advance copies of Budget documents other than those at Annex.	КВ
	SATURDAY-MO	NDAY
Saturd	ay 12 March	
(24)	Second book proofs of FSBR received by Treasury Accountant,	
(25)	10.00 a.m. Work as necessary to produce final version of Speech.	TH JK
(26)	Chancellor: photo-call in Surrey.	JP
(27)	Type Snapshot on A4 paper.	EB
(28)	Check and make corrections in Chancellor's speaking copy, section by section	Chancellor's Office
(29)	Roll off and collate 37 copies of speech for:	PT
	<ul> <li>Private Secretaries (3)</li> <li>EB (3 copies) - to check Brief, Snapshot and Guidance telegrams</li> <li>Mr Lavelle - to prepare a telegram to selected overseas Finance Ministers etc. for issue later in the week.</li> </ul>	
	<ul> <li>Governor, Treasury Ministers (6)</li> <li>Permanent Secretaries (4), Deputy Secretaries (6), Mr Kemp,</li> <li>Mr Moore, Mr Hall, Mr Salveson, Mr Ridley, Mr French, Mr Harris,</li> <li>Mr Norgrove, Mr Mountfield, Mr Monger, PS/IR, PS/C&amp;E.</li> </ul>	
	Arrange with BC for EB's copies to be delivered on Saturday	KB/BC
(30)	Send speaking copy and spare to Chancellor.	JK
Monda	y 14 March	
(31)	9.00 a.m. Ensure that copies circulated by hand as in item 28	KB
(32)	Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day.	вс
(33)	Confirm likely length of speech with IDT to guide radio/TV.	JK/MH

(34)	By 2 p.m. start amending speech as necessary.	LW
(35)	Check any corrections section by section.	Chancellor's Office
(36)	Chancellor due at Buckingham Palace, 6.00 p.m.	
(37)	Receive Snapshot from EB(BC) for checking.	MOM/BC
(38)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised.	JK/LW
(39)	Final check of Snapshot before collating	MOM
(40)	Photocopy 33 copies of final text, section by section, for  - Chancellor - Prime Minister - Other Treasury Ministers (5) - Officials and Advisers (21 - listed in annex) - Private Secretaries (4)	PT
(41)	Roll off 219 copies of speaking copy, section by section and 2026 copies of snapshot (White Paper)	PT/CRU
BUDGI	ET DAY:	
(42)	Ensure Chancellor stays away from Treasury (Photocall at No.ll or "walkabout" in park with Lady Howe for evening papers)	JP
(43)	10 a.m.: Budget Cabinet.	
(44)	By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 420 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 50 and 62). From Private Office production of Speech (219) copies) send 2 copies by hand to BC (EB Room 99/2) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, 9 copies to be made for BBC TV, (2 copies), BBC Radio, IRN, ITN, Channel 4, PA, Reuters and PA Newsroom.	АВ/ВС/Мү
(45)	Check arrival of press notices against numbers expected (see item 12). Issue required numbers to LW and AB in accordance with list in Annex.	KB
(46)	Prepare packages as follows:	NL/LW
	(a) <u>Press Gallery</u> via DY (see also item 65)	
	<ul> <li>30 copies of sectioned version of Speech, in separate envelopes each marked with number of section.</li> </ul>	

- 1 copy of Snapshot, with each final section (ie 30 snapshots)

### (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
- 1 unstapled Speech with sidelines and headlines for pageby-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Sue Tinson, ITN Budget Programme
  - 2. Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.

### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for pageby-page distribution\*
- 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. James Long: BBC Economics Editor. and to be handed over at end of Speech.

### (d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
  - 1. Dominick Harrod

**BBC Economics Correspondent** 

2. Producer, PM Budget Special

NB: These envelopes to be handed over <u>at end</u> of Chancellor's speech

### (e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

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### (f) Channel 4

- 1 unstapled Speech with sidelines and headlines for pageby-page distribution.
- 1 envelope enclosing a copy of the speech snapshot, FSBR, Command Papers and all press notices addressed to: Miss Sarah Hogg, Economics Editor.
- \* 7 'marked-up' copies of Speech (unstapled) are to be provided by Mr Lawrence to Mrs L Willis by 2.30 p.m. (Mr Lawrence will also supply 2 copies to MH for P.A. and Reuters)

NL/KB/MH

(47) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 123 copies of FSBR from Treasury Accountant, 124 copies of Command papers and 8 Briefs (From EB - first 3 to JK, JR and MOM)

KB/NL/MV

(48) Issue 123 copies of FSBR, 124 copies of Command papers, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to JK, MOM and JR)

KB/LW

(49) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

RC/MH

50 copies of Speech and 60 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 60 copies of FSBR and Command Papers and 60 copies of snapshot and Press Notices to MH (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 63)

(50) Start collation of full text of Speech with index and checklist

Clerks and Typists

(51) <u>Before 12.00</u>: Copy of speech to AJS who will let Speaker's Private Secretary know roughly how long Speech will last.

AJS

(52) By 12.30 p.m.: Make up and despatch SECRET envelopes containing

1 copy each of Speech, FSBR, Resolutions, Command Papers to:-LW Prime Minister RC to Chief Secretary Financial Secretary provide ext **Economic Secretary** messenger Ministers of State Officials, etc. (See Annex for list) Speaker (via Mr Salveson) 1 Set of above to Mr Corcoran (for Northern Ireland Office) Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JK (N.B. This would mean a commensur ate increase in the number of copies needed) At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and FSBR, to be given to messengers from:-(6 copies of each) - including 1 to Isle of Man Customs & Excise (6 copies of each) Inland Revenue (6 copies of each plus 6 copies of press notices) Bank of England (KB to arrange that these messengers come to the Chancellor's messenger KB s' lobby) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to MH for allocation to members of NL/BC IDT (Copies of Brief will be send direct to MH by EB and monitoring teams.) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to JK, MOM and JR, and of speech LW only to DY 1 set each of Speech, FSBR, and Command Papers in sealed envelopes LW addressed to: Leader of the House of Commons Mr Biffen Leader of the House of Lords Lady Young Leader of the Opposition (Mr Foot) Shadow Chancellor (Mr Shore) Chancellor's PPS (Mr Renton) Mr Christopher (IRSF) - plus Press Notices

(53)

(54)

(55)

(56)

Sir William Clark (Chairman of Conservative Finance Committee) Mr Joel Barnett, Chairman PAC Mr Edward Du Cann, Chairman TCSC Mr A Goodlad (Treasury Whip)

to be given to DY to take to Mr Renton's room, House of Commons (to be given out after Speech) (JR to collect after Chancellor has sat down).

(57)Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Snapshot, Command Papers and Press Notices.

JK

### Budget Day: After lunch

(58) Envelope copies of Speeches for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 54)

Chancellor's Office

(59) DY takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 46(a))

 $\mathbf{D}\mathbf{Y}$ 

(60) Arrange with Cabinet Office collection of 185 copies of the Snapshot.

AJS/AB

(61) AJS arranges for copy of Speech to be taken to Speaker's Office JR to arrange for copy to reach official reporters.

AJS/JR

After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 47 to Mr Renton's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.

RC

RC

- (63) After Speech has started allow access to Committee Section to represent atives of IDT who will pack:
  - 320 copies of Speech (supplied by CRU)
  - 300 copies of FSBR and 270 of other Command Papers.

Ensure all officials covering the Official Box have copies of the brief.

- 290 copies of other Depts'. Budget Press Notices
- 460 copies of Snapshot

N. A. . . .

- 440 copies of Tsy Press Notices

in envelopes for Press and other callers to collect

DY/BC

- (65) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, Mr Hall will release on a page-by-page basis to the Press Association and Reuters the specially sidelined copies of the Speech (provided direct by Mr Lawrence). Mr Hall will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
  - (b) In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA Newsroom and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (66) During Speech: Note changes from typed version.

JR

### At end of Speech

(64)

(67) Give 7 sets of Speech, etc. to Mr Renton from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 56)

JR

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(68)	Despatch by hand copies of Speech to other members of Cabinet (see Item 58)	KB
(69)	On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61)	DY
(70)	Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 15 to EF2 Division.	MV/JG
(71)	Send copies as follows:-	MV
	Speech and Snapshot  Brief Resolution,  Press Notices FSBR Cmd Papers	

	Brief	Resolution, Press Notices	FSBR	Cmd Papers	
Mr J Anson British Embassy Washington	1	3	3	3	
Mr R Butt UKREP Brussels	1	3	4	4	

Send 1 copy of each of above papers to: Director of British Information Services, NY

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag

(Copies obtained from LW: See Item 44)

(72) Give 8 copies of Speech to TS for the Libraries of the House of Commons and the House of Lords.

TS

CHANCELLOR'S OFFICE

9.2.81

Mr Tolkein

l'attach a copy of the list of Budget publication while le distributed by publications which year. We understand that the lash limits white paper is to be uncorporated in the PENP: the distribution lists for this have been avanged by GEP1, though we will send out copies on publication day.

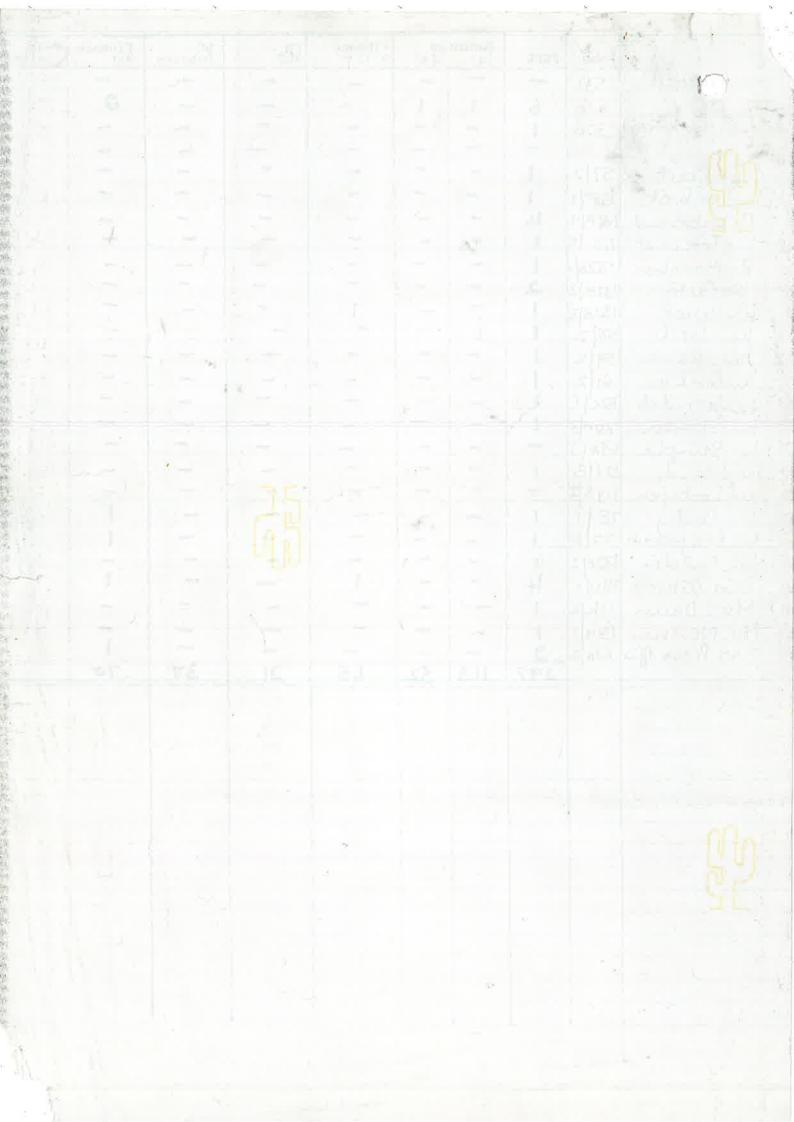
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Mr. Wiggins Mr. Jenkins

Mr. Tolkien

Miss Birnie

Mr. D. Barton 🥖

Mr. P. Butcher

Mr. C. Bennett

Mrs. Scott

Miss P. Taylor

Mr. T. Mathews

Miss J. Swift

Mr. Locke

Mr. Warden

Mr. Felstead

Mr. J. Taylor

Mr. Westwater

Mr. Michael

Mr. Ridley

Mr. Cropper

Mr. Cardona

Mr. Unwin

Mr. Allen

Mr. Folger

Mr. Bush

Mr. Collins

Mrs. Gilmore

Mr. Monaghan

Mr. Godfrey

Mr. Page MACRAE

Miss Edwards

Mr. Haydon

Miss Peirson

Mr. Battishill

Mr. Kelly

Mrs. Hedley-Miller

Mr. Mercer

Mr. Salveson

Mr. Warner

Mr. Collinson

Mr. B.D. Smith SPATIN

Mr. Chambers

Mr. A. Batchelor

Mr. Bobsin

Ian Stewart MP

PS/Inland Revenue

PS/Customs & Excise

### BUDGET AIDE MEMOIRE

CHANCELLOR'S OFFICE TIMETABLE

I attach a copy of this year's Budget Aide Memoire. I should be grateful if all recipients would read it carefully and let me know of any errors or omissions.

- . 2. As last year, the Public Expenditure White Paper will be published on Budget Day. This means there will again be a large volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though <u>not</u> in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages <u>will</u> include the Treasury's own press notices on the PEWP).
  - Given that this Office will again be deluged with paper, we are therefore asking Treasury Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, HM Treasury. Only the numbers listed in the Annex for





handling by the Private Office - 2I5 Speeches, 90 Snapshots, 39 Resolutions, 128 FSBRs, 119 Command Papers, 101 PEWPs, 69 sets of all Press Notices, and 8 Budget Briefs should be sent here.

4. I think that it will be helpful to have a run-through the Aide Memoire, and I shall set something up for those immediately. concerned.

R. ....

R.I. TOLKIEN

4 February 1981



# BUDGET 1981 : CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

	Total Namber of papers ar	delibered dilect those diletingomente (ese innex,
	, , , , , , , , , , , , , , , , , , ,	Private CRU Parliamentary Section
	Speech .	215 [ 370]
50	Snapshot (incorporating Speech checklist)	Mr. Salveson 90 [385] will make his own arrange-
	Resolutions FSBR	39 * [ 235] ments
	Command Papers	119 [ 235]
	Press Notices	69 [ 700](Tsy) [ 350](Non Tsy)
	PEWP Brief	101 [ - ] 8 [ - ]
	Code	JW John Wiggins (5728) PSJ Peter Jenkins (5418)
		RIT Richard Tolkien (5457)
	*	DB Dave Barton (5512) PB Phil Butcher (5597)
		CB Chris Bennett (3816) LB Louise Birnie (5487)
		CS Chris Scott (4262)
	* *** **	PT Pat Taylor (3836) PC Pror Chambers (5359)
		AB Tony Batchelor (4946) RG Rosalind Gilmore (3443)
		SG Stanley Godfrey (76 <b>7</b> 6) CK Chris Kelly (7393)
	A	BC B. Collins (7426)
		AJS A.J. Salveson (4749) MM Mike Mercer (4696)
	"	CU Central Unit (3942) WPU Word Processing
	Distribution: (Further	CH. CHMYON Unit (8884) Copies are available from Dave Barton)
	Chancellor's Office Oth	er Private Offices, &c. Central Unit/EB
	Mr. Wiggins Mr. P.S. Jenkins	Mr. T. Mathews Mr. Unwin Miss J. Swift Mr. Allen
	Mr. R.I. Tolkien Mr. D. Barton	Mr. Locke Mr. Folger
3	Mr. P. Butcher	Mr. Warden Mr. Bush Mr. Felstead Mr. Collins
	Mr. C. Bennett Miss L. Birnie	Mr. J. Taylor Ian Stewart, MP
	Mrs. C. Scott Miss P. Taylor	Mr. Michael
	(1, 12, 12, 12, 12, 12, 12, 12, 12, 12, 1	Mr. Cropper Mr. Cardona
		Mr. Ridley PS/Customs & Excise
		PS/Inland Revenue
	Parliamentary Section Mr. Salveson	FP EO Mr. Chambers
	Mr. Warner	Mr. Kelly Mr. Batchelor Mr. Bobsin
	<u>OF</u>	IDT Accounts
	Mrs. Hedley-Miller (Item Mr. Mercer (Items 15 and	68) Mr. Monaghan Mr. B.D. Smith
		Mr. Godfrey Mr. Page MACNAE
	CHANCELLOR'S OFFICE	Miss Edwards Mr. Haydon
	4 February 1981	*To be finalised when IDT form a final view on .
alice (s in s	**************************************	firm orders for documents from outsiders.



		¥	
	Prepa	aration in weeks before the Budget	
	(1)	Arrange audience of The Queen with her Private Secretary	RIT
	(2)	Arrange for sufficient 3600 machines, stocks of white and coloured paper <u>and a mechanic on call</u> to be available from Sunday.	DB/AB
	(3)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office.	SG
	(4)	Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 9th March and on Budget Day. ( ) TALLELL)	RIT/CK
	(5)	Submit publicity arrangements to Chancellor	R.G.
	(6)	Send off letters establishing arrangements for providing Press Gallery, P.A. and Reuters with Speech section by section.	SG
	(7)	Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)	AJS/LB
	(8)	CU in consultion with AJS circulate note commissioning press notices from Treasury and Revenue Departments.  LB writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (ENTO GOIN) OF (NS)	cu/LB/AJ
	(9)	Arrange for laying of White Papers, etc.	AJS
	(10)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take it account Minutes is, Land	JW
	(11)	Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (North Ministers)	LB
	(12)	Two weeks before Budget Day, LB writes to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will	٠,
C2		specify that the numbers of Press Notices required will be as follows:-	LB/CU
		Treasury PNs Total required 1,510	
		Vote Office 750 Chancellor's Office 75	
		IDT and Treasury 045 Mailing lists .700 (?)	
	ž	Other Departments PNs (except those relating to public ex white pa Total required 1,160	
		Vote Office 750	
ď		IDT 350 (27) Ch's Office 75 Other Departments' PNs on PEWP IDT 350 (7) Ch's Office 75	

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(13)	(A week before Budget Day) Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take PSJ, RT and LB with Speech sections to House at 3.00 p.m. on Budget Day	LB
(14)	Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70	CS
(15)	Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolutions, PEWP and other Command papers from Enquiry Room after the Chancellor has sat down, viz:-	PB
	(a) NEDO (211 3000)    )Each to have 3 copies of Speech, CBI (930 6711 311) )Snapshot, FSBR, Command Papers, TUC (636 4030) )any Press Notices and 2 copies Conservative Research)of the PEWP Dept (222 9000) )	
	(b) PB to arrange with Principal in IG3 Division (MM) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Ammerman, US Embassy, sets of 1 copy of each of the above documents (excluding PEWP) (12 sets in all)	
	(c) PB to arrange with Mr. Bush for him to pick up l copy each of Speech, FSBR, PEWP, other Command Papers and Press Notices for Mr. Hubback, Clerk to the Treasury and Civil Service Committee	2)
(16)	Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 9 March at the latest.	LB
(17) (174) (18)	Thursday 5 March Transfer Budget Speech to word-processing unit  Non- of Unity Unity & North  Friday 6 March Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS	JW/A
(19)	Submit draft Checklist to Chancellor's Office	CU
(20)	EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box	BC/R
(21)	Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office	BU/C
(22)	Submit final draft of TV speech if available Mr.	Croppe RG

- X

Satur	rday before Budget	
(23)	Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.	
	Work as necessary to produce final version of Speech (Word processing unit available all day)	
	Chancellor: photo-call in Surrey  (INVITATIONS?)  LEAGER INVITATIONS?	
(24)	Type Chancellor's speaking copy of Speech section by section on A4 paper	AB/WPU
<b>(25)</b>	Type Checklist on A4 paper	CS
(26)	CHECK and make collections in chanceller s	Chancellor's Office/WPU
(27)	Roll off and collate 36 copies of speech for:	PT
	<ul> <li>Private Secretaries (3)</li> <li>EB (3 copies) - to check Brief,</li> <li>Snapshot and guidance telegrams</li> <li>Mrs Hedley-Miller - to prepare telegrams</li> <li>to overseas Governments:</li> </ul>	· · · · · · · · · · · · · · · · · · ·
	(a) Chancellor to EEC Finance Ministers	
	EEC Commissioner for Financial and Monetary Affairs	
154	MD of IMF	90
	Finance Ministers in US, Japan and Canada	•
	(b) Sir Douglas Wass to Members of Co-ordinating Committee	950
•	- Governor, Treasury Ministers (5) - Permanent Secretaries, PS/IR, PS/C&E, Deputy Secretaries, Mr Unwin, Mr Battishill, Mrs Gilmore, Mr Salveson, Mr Ridley, Mr Cropper, Mr Cardona, Mr	
	Arrange with BC for EB's copies to be delivered on Saturday	LB/BC
(28)	Send speaking copy and spare to Chancellor	JW
Monda	ay 9 March	
	9.00 a.m. Ensure that copies circulated by hand as in item 27	DB
(30)	Chancellor's Office to receive from EB 2 copies of near-final draft of Brief, Snapshot during course of day (Gamea)	ВС
(31)	Inform(IDT of likely length of speech to guide radio/TV	WC
- /. W. 21	ADON IF POSISCK. MUSYBUAC VIAN	(C



WPU (32) By 2 p.m. start amending speech as necessary Chancellor's (33) Check any corrections section by section Office (34) Chancellor due at Buckingham Palace, /6.30 p.m.7 PSJ/BC (35) Receive Snapshot from EB(BC) for checking (36) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. JW/WPU Text must be finalised. (37) Final check of Snapshot before collating. PSJ (38) Photocopy 30 copies of final text, section by PΤ section, for - Chancellor - Prime Minister - Treasury Ministers (4) - Officials and Advisers (20 - listed in annex) - Private Secretaries ( ) (39) Roll off 220 copies of speaking copy, section by PT/CRU section and 500 copies of snapshot (White Paper) BUDGET DAY: Tuesday 10 March (40) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park SG with Lady Howe for evening papers) (41) 10930 : Budget Cabinet (42) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 300 copies to be rolled off for distribution to the Lobby, Overseas Press and Press Gallery in House of Commons and to IDT (see Items 49 and 61). From Private Office AB/CB production of Speech (220 copies) send 2 copies by hand to BC (EB Room 10/3) as soon as possible to be marked up for PA/Reuters/radio/TV).

Ule master of marked of speech returned 6 P.O, Sin copies 6 he made for DICTU, MIC MADIO, INN ITA PA my ROUTHII.

- (43) Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex
- (44) Prepare packages as follows: (NAMES TORE CONFINED) PB/CS

### (a) Press Gallery via LB (see also item 59)

- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 copy of Snapshot, with Checklist, with each final section (ie 30 snapshots)

### (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-

1. Producer, ITN Budget Programme

2. Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.

### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. Peter Hobday offwikinkn

and to be handed over at end of Speech.

### (d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- l unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Dominick Harrod
    BBC Economics Correspondent

2. Producer, PM Budget Special
NB: These envelopes to be handed over at end
of Chancellor's Speech

#### (e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- l unstapled speech with sidelines and headlines for page by page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at <u>end</u> of Chancellor's speech

\* 4 'marked-up' copies of Speech (unstapled) are to be provided by Mr Collins to Mrs C Scott by 2.30 p.m. (Mr Collins will also supply 2 copies to RG for P.A. and Reuters)

ВС

(45) Check arrival in Chancellor's Office of 58 copies of Resolutions from Parliamentary Counsel's Office, 130 copies of FSBR from Treasury Accountant, 120 copies of Command papers, 101 copies of PEWP and 8 Briefs (From EB - first 3 to JW, RIT and PSJ)

DB/CB/PB

(46) Issue 128 copies of FSBR, 119 copies of Command papers, 101 copies of PEWP, 39 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JW, MAH and RIT)

DB/CS

(47) 400 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62. (see also item 40).

CB/PB

(48) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are <u>not</u> provided by Chancellor's Office):-

РC

copies of Speech and copies of Snapshot to Home Press Gallery, House of Commons

So 45 copies of Speech, FSBR and Command Papers and 60 copies of snapshot and Press Notices to RG (for Lobby Conference)
10 Copies of Speech as 15 copies of speech in separate everlage (so Copies of Speech in Separate everlage)
10 Copies of Speech and 10 Copies of Speech and Separate everlage
10 Copies of Speech, FSBR and
10 Copies of Speech, FSBR and
10 Copies of Speech, FSBR and
10 Copies of Speech and
10 Cop

40 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to IDT. (for Overseas Press Conference).

The above parcels should then be packed for transmission to the House (see item 62)

- (49) Start collation of full text of Speech with index Clerks and and checklist Typists
- (50) Before 12.00: Let Speaker's Private Secretary know AJS roughly how long Speech will last
- (51) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, CS Command Papers to:-

Prime Minister Chief Secretary Financial Secretary Ministers of State 25 Officials, etc. (See Annex for list 20))

Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JW (N.B. This would mean a commensurate increase in the number of copies needed)

- (52) At 12.30 p.m.: SECRET envelopes containing Speech, FSBR, PEWP and Command Papers to be given to messengers from: -
  - (6 copies of each) - Customs & Excise (6 copies of each) - Inland Revenue
  - (6 copies of each plus 6 - Bank of England copies of press notices)

(LB to arrange that these messengers come to the Chancellor's messengers' lobby)

LB (53) At 12.30 p.m. (10 copies of Speech, Snapshot, PB/BC FSBR, Command Papers and Press Notices to be issued to RG for allocation to members of IDT

(Copies of Brief will be (and monitoring teams. sent direct to RG by EB) 1 set of above to Mr Bush (for Northern Ireland Office)

- (54) 1 set each of Speech, Snapshot, FSBR, Resolutions, CS Command Papers, PEWP and Press Notices to be given to JW, PSJ and RIT, and of speech only to LB
- (55) 1 set each of Speech, FSBR, PEWP and Command Papers CS in sealed envelopes addressed to:

Speaker Leader of the House of Commons

Leader of the House of Lords (or acting Leader, Earl Ferrers)

Leader of the Opposition (Mr Foot)
Shadow Chancellor (Mr Shore)
Chancellor's PPS (Mr Ian Stewart MP)
Mr Christopher (IRSF) - plus Press Notices
Sir William Clark (Chairman of Conservative
Finance Committee)

Mr Joel Barnett, Chairman PAC
Mr Edward Du Cann, Chairman Treasury and CSD
Select Committee

to be given to LB to take to House (to be given out after Speech)

(56) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers, PEWP and Press Notices.

JW

### Budget Day: After lunch

- (57) Envelope copies of Speech for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 55)
- (58) LB takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 45(a))

LB

(59) AJS arranges for copy of Speech to be taken to Speaker's Office

AJS

- (60) During the Budget Speech: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, Mrs Gilmore will release on a page-by-page basis to the Press Association and Reuters the specialy side-lined copies of the Speech (provided direct by Mr Collins). Mrs. Gilmore will also authorise the release of the 30 sectioned copies of the Speech by the members of IDT on duty outside the Press Gallery.
  - (b) In the 4 broadcasting studios (ITN, BBC-TV, BBC radio and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury Official hears (from the Radio 4 live speech broadcast) that the page/ section has been completed.



	(61)	After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 48 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.	PC
	(62)	After Speech has started allow access to Committee Section to representatives of IDT who will pack:	*:
نز		- 236 copies of Speech (supplied by CRU) - 166 copies of FSBR and Command Papers - 260 copies of all Press Notices and Snapshot	PC
240	of othe (63)	in envelopes for Press and other callers to collect (and lupe) 140 (she 270 (maple)  During Speech: Note changes from typed version	RIT
	At end (64)	of Speech Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see item 56)	LB
	(65)	Despatch by hand copies of Speech to other members of Cabinet (see item 57)	DB
	(66)	On instructions from LB, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61)	LB
	(67)	Take 1 copy to Official Reporters	LB
	(68)	Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to Principal in OFGZ Division	DB/MM
	(69)	Send copies as follows:	PB.
	8	Speech and Snapshot,  Brief Resolutions,  Press Notices FSBR Cmd Pape	rs
		Mr. J. Anson, UKTSD, Washington 1 3 12 3	
		Mr. R. Butt UKREP Brussels 1 3 6 6	-
35		Send 1 copy of each of above papers to: Director of British Information Services, NY	
		Miss J. Collings, British Embassy, Paris. BY 6.00 p.m.	Bag

(Copies obtained from CS: See Item 45)



(70) Give 8 copies of Speech to AJS for the Libraries of the House of Commons and the House of Lords

LB

(71) Ensure all officials covering the Official Box have copies of the Brief

LB

CHANCELLOR'S OFFICE 4 February 1981



# BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

# BY CHANCELLOR'S OFFICE

<u>Item No</u> .	Speed	<u>1</u>	Res	olutions	FSBR	PEWP	Other Command Papers	Press Notice	S		
a.m. 42	2		a wile			a v				lins, EB O/3 (via DB)	12
12.30 p.m. 38/51	26			26	26	26	26	-			
	Single co	opies as ind	icated to b	e sent by	hand t	.o:				040	
	Chie Fina Min	(No.10) ef Secretary ancial Secre ister of Sta ister of Sta	Mr R tary Mr B te (C) Sir te (L) Sir Sir	urns Kenneth C	ouzens awlinso ovelock	n "	Mr Mr Mr	Littler Barratt Byatt Bailey Folger	Mr Hand Mr Midd Mr Unw Mrs Gi Mr Bat Mr Rid Mr Cro	dleton in lmore tishill ley oper	
52		(Each to sen Chancellor's			6	18	6	.55		s & Excise	
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	6	, Snap	shot	-	6	ß	6	6	Bank o	f England	
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tem No.		Speech	Snapshot (with check) incorporated		FSBR	PEWP	Other Command	Press Notices	
luring Spe	ech		15	1 -			æ ==		
4/48		30	30 <sup>ø</sup>		-	-	=	=	Press Gallery (via LB)
4/60		16*+	, = m	- · ·	æ 57	-	₩:	<b>₩</b> 8	ITN
		2*	2 <sup>ø</sup>	a .	2 <sup>ø</sup>	2	2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
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		2*	2 <sup>ø</sup>	4. ↓ 第	2 <sup>ø</sup>	2 1	2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
		10*+	<i>II</i>	# .	-		-	~ ×	BBC Radio
		2*	2 <sup>ø</sup>	* * *	2 <sup>ø</sup>	281.	. 2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
		5*+	-	ε » 	n Li <del>e</del> g	-	=	=	IRN
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t end of		5	2	*					×
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OH I	± ±	13	12	; <del>-</del>	13	ī . "	13	13	Diplomatic Missions (via MM)
*		1	- E	₩	1	1	1	1	Mr Hubback (via Ms Bush
5/64	×	9		:=	9	\$ 6	9 7	Single co	ppies as indicated via
	* .	+ * \$	Sectioned	rked up and unstapled con etion/at end of speech	ру	1967	SF.	Speaker Mr St Joh	11717
								Mr Foot 'M	r Du Cann Mr Joel Barnett
e	. 2	1	ı	=	1	€.	1	Press Noti	ces (Mr Christopher (IRSF)

, 145 E , 14



<u>Item No</u> .	Speech	Snapshot (with checkl incorporat	ist	FSBR -	PEWP	Other Command Papers	<u>Press</u> Notices	-
At end of speed	ch (contd.)	(I)			8 11	p V.		=
65	18	₹ \$		***	0.0	3 <del>2-</del>	Mr <del>St</del>	et (except PM <del>J. Števàs,</del> CST, Soames) Minister
			E 0	e e			of Tra	nsport
69	1	3	3	12	3 =	3	3 UKTSD <sup>1</sup>	
	1	3	3	6	84	6	3 UKREP	Brussels <sup>Ø</sup>
	1	1	1	<sub>2</sub> 1	X	1	l BIS, N	17 <sub>Q</sub>
	1	1	1	1	X	1	1 BE, Pa	aris <sup>Ø</sup>
70	8 7 3	4	e e				Mr Sa	lveson (For House Libraries)
Total of above	213 (plus	s 90 king copy)	39 55	138	Jø1 3¢	119	69 <u>Brief</u>	: 5 n Brief)
Despatched in by CRU 48/61/66 62 Other IDT	bulk 115 225 210-	(12 150 250 212		46 85 165 <b>140</b>	45 275	45 85 165 Vē	(0 100 250 289 350 (Treasury only)	Mr Batchelor in CRU (for IDT)
Total copies required	583	490	* 55	378		369	(769 (Treasury 419 (non-Trea <u>Brief</u> :	sury)*

<sup>\*750</sup> additional copies of Treasury and non-Treasury Press Notices (except other Departments' p.e.w.p. notices) will be sent direct to AJS by Departments responsible (see Item 12)

<sup>\*</sup>Reproduced in Chancellor's Office

FROM: JILL RUTTER 26 February 1982



Mr. Kerr

Mr. Jenkins

Miss Rutter

Miss Burton

Mr. D. Barton

Mr. K. Brazier

Mr. C. Bennett

Mrs. C. Scott Miss P. Taylor

Mr. T. Mathews

Miss J. Swift

Mr. Willetts

Mr. Harrison

Mr. Kwiecinski

Mr. Colman

Mr. Carter

Mr. Michael

Mr. Milner

Mr. Ridley

Mr. French

Mr. Harris

Mr. Kemp

Mr. Allen

Mr. Norgrove

Mr. Bush

Mr. Collins

Mrs Gilmore

Mr. Monaghan

Mr. Godfrey Mr. Macrae

Miss Edwards

Mr. Haydon

Miss Peirson

Mr. Battishill

Mr. Martin

Mr. Lavelle

Mr. Hull

Mr. Salveson

Mr. Stubbington

Mr. Collinson

Mr. Hunter

Mr. Chambers

Mr. Batchelor

Mr. Bobsin

Mr. Carpenter

Mr. Ian Stewart, MP

PS/Inland Revenue

PS/Customs & Excise

### BUDGET AIDE MEMOIRE

### CHANCELLOR'S OFFICE TIMETABLE

I attach the final version of this year's Budget Aide Memoire.

- As last year, the Public Expenditure White Paper will be published on Budget Day. This means there will again be a large volume of press notices, since other Departments' press notices associated with the White Paper will be included in the various Budget packages listed in the Annex (though not in packages for MPs passed by the Parliamentary Clerk to the Vote Office; these packages will include the Treasury's own press notices on the PEWP).
- Given that this Office will again be deluged with paper, we are therefore asking Treasury Divisions, the Revenue and Customs, and other Departments to send the correct numbers of papers to be despatched in bulk by CRU directly to Mr. Batchelor, C/o Committee Section, HM Treasury. Only the numbers listed in the Annex for handling by the Private Office - 219 Speeches, 94 Snapshots, 41 Resolutions, 123 FSBRs, 124 Command Papers, 36 PEWPs, 73 sets of Press Notices (excluding non-Treasury PEWPs press notices of which we need 36 copies only), and 8 Budget Briefs should be sent here.



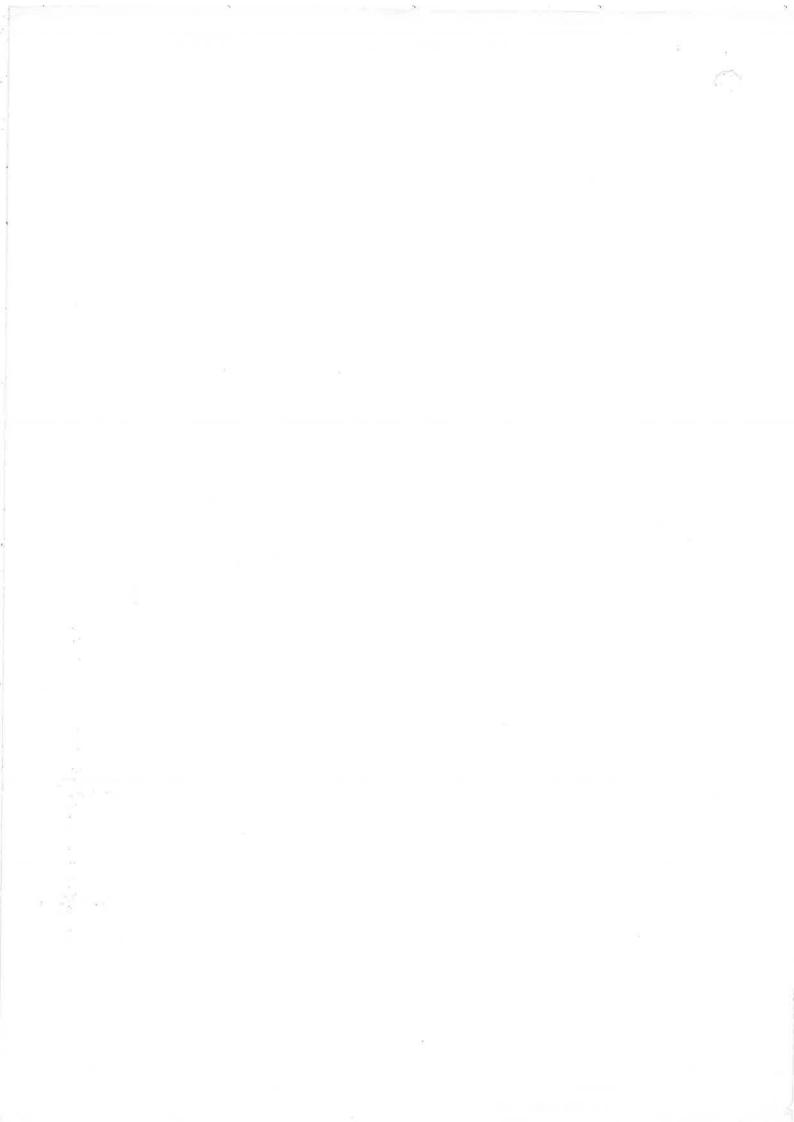
# BUDGET 1981 : CHANCELLOR'S OFFICE TIMETABLE

Total number of papers distributed under these arrangements (See Annex)

	<u>Private</u> Office	CRU	Parliamentary Section
	219	360	Mr. Salveson will make
	94	460	his own arrangements
	4 <u>1</u> 123	310	
	124 73	290 475 355	(Tsy) (Non Tsy)
	36 36 8	280 235 235	(Non 13y)
JKSJ PRBBBBSTCBKGGMCS PRAPRSFBATMCGH	Peter Jenkins Jill Rutter Dave Barton Ken Brazier Chris Bennett Sharon Burton Chris Scott Pat Taylor Ron Carpenter Tony Batchelor Peter Kemp Rosalind Gilmore Stan Godfrey Frank Martin B. Collins A.J. Salveson Tim Stubbingtor M. Hull	(3016) (3443) (7616) (7393) (7426) (4749) (5532) (5761)	
	PSJ JR BB CB CT CB K GG M CS FC A P R GG M CS T MH CU	Office 219  94  41 123 124 73  36 36 36 36 38  JK John Kerr PSJ Peter Jenkins JR Jill Rutter DB Dave Barton KB Ken Brazier CB Chris Bennett SB Sharon Burton CS Chris Scott PT Pat Taylor RC Ron Carpenter AB Tony Batchelor PK Peter Kemp RG Rosalind Gilmore SG Stan Godfrey FM Frank Martin BC B Collins AJS A.J. Salveson TS Tim Stubbingtor MH M. Hull CU Central Unit	Office         CRU           219         360           94         460           41         123           124         290           73         475           355         36           36         235           8         235           JK         John Kerr         (5728)           PSJ         Peter Jenkins         (5418)           JR         Jill Rutter         (5457)           DB         Dave Barton         (5512)           KB         Ken Brazier         (5597)           CB         Chris Bennett         (3816)           SB         Sharon Burton         (5487)           CS         Chris Scott         (4262)           PT         Pat Taylor         (3836)           RC         Ron Carpenter         (5359)           AB         Tony Batchelor         (4946)           PK         Peter Kemp         (3016)           RG         Rosalind Gilmore         (3443)           SG         Stan Godfrey         (7616)           FM         Frank Martin         (7393)           BC         B. Collins         (7426)

Distribution: (Further copies are available from Dave Barton)

Chancellor's Office Mr. J. Kerr Mr. P.S. Jenkins Miss J. Rutter Mr. D. Barton Mr. K. Brazier Mr. C. Bennett Miss S. Burton Mrs. C. Scott Miss P. Taylor	Other Private Offices, &c. Mr. T. Mathews Miss J. Swift Mr. Willetts Mr. C.D. Harrison Mr. Kwiecinski Mr. J. Colman Mr. A. Carter Mr. Michael Mr. Ridley Mr. French Harris PS/Customs & Excise PS/Inland Revenue	Central Unit/EB Mr. Kemp Mr. Allen Mr. Norgrove Mr. Bush Mr. Collins  Mr. Ian Stewart MP Miss Peirson (GE)
Parliamentary Section Mr. Salveson Mr. Stubbington OF Mr. Lavelle (Item 27) Mr. Hull (Items15  CHANCELLOR'S OFFICE February 1982	FP Mr. Battishill Mr. Martin EO Mr. Chambers	Mr. Monaghan Mr. Godfrey Mr. Macrae Miss Edwards Mr. Haydon Accounts Mr. Collinson Mr. Hunter



## PRELIMINARY

Prepa	aration in weeks before the Budget	
(1)	Arrange audience of The Queen with her Private Secretary	JR
(2)	Arrange for sufficient 3600 machines, stocks of paper and a mechanic on call to be available from Sunday.	DB/AB
(3)	Arrange for TV Broadcast, in conjunction with Chief Whip's Office.	SG
(4)	Arrange for members of FP Division (and other Private Offices as necessary) to be available to collate papers on 8th March and on Budget Day. (For Private Office and IDT as well)	jR∕FM
(5)	Submit publicity arrangements to Chancellor	RG
(6)	Make arrangements for providing Press Gallery, P.A., P.A. Newsroom and Reuters with Speech section by section.	SG
(7)	Send off letters establishing arrangements for release of Resolutions, FSBR and Command papers to MPs at end of speech. (Drafts provided by AJS.)	AJS/ĐB
(8)	CU in consultion with AJS circulate note commissioning press notices from Treasury and Revenue Departments.  JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PN's)	CU/JR/AJS
(9)	Arrange for laying of White Papers, etc.	AJS
(10)	Seek Chancellor's wishes as to speakers in Debate; inform them and the Whips. Take into account Minister's TV and Radio engagements.	JK
(11)	Circulate roster of Ministers covering Treasury Bench and officials covering official box (or available on the 'phone) for Budget Statement and Debate. (Note that Ministers are required on T.V. Broadcasts)	JR
(12)	Two weeks before Budget Day, DB writes to Vote Office about Resolutions, FSBR and PEWP arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CD send similar note to Treasury Divisions and Revenue Departments. Inter alia, these notes will specify that the numbers of Press Notices required will be as follows:-	DB/CU
	Treasury PNs Total required 1,713 (AB will	check)
	Vote Office 900 † Chancellor's Office 73	
	IDT and Treasury Mailing lists 740 (Tsy PEWP 760)	
	Other Departments PNs (except those relating to public ex white pa	penditure per)
	Total required 1,333 + Vote Office 900	
	IDT 360 Ch's Office 73	
u.	Other Departments' PNs on PEWP  IDT 330  Chis Office 36	

(13)	(A week before Budget Day) Reserve cars on a stand-by basis to take staff home on the night before the Budget, grouping staff by areas but ensuring that extra cars are available if necessary; also car to take PSJ, JR and SB with Speech sections to House at 3.00 p.m. on Budget Day	RC
(14)	Prepare addressed envelopes or labels for those listed below under Items 15, 45, 49, 52, 56 and 70	CS
(15)	Make arrangements for those entitled to collect copies of Speech, Snapshot, FSBR, Resolutions, PEWP and other Command papers from Enquiry Room after the Chancellor has sat down, viz:-	КВ
	(a) NEDO (211 3000)	
	(b) KB to arrange with AT in EF2 Division (M.H.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr. Newman, US Embassy, sets of 1 copy of each of the above documents (excluding PEWP) (12 sets in all)	
	(c) KB to arrange with Mr. Bush for him to pick up l copy each of Speech, FSBR, PEWP, other Command Papers and Press Notices for Mr. Limon, Clerk to the Treasury and Civil Service Committee	
(16)	Arrange with Treasury Accountant, Parliamentary Counsel's Office, IR, C & E, Treasury Divisions and other Departments for correct number of copies of FSBR, Resolutions, Command Papers and any Press Notices to be delivered to DB and AB in CRU as appropriate (see Annex) by close of play on 5 March at the latest.	DB, #
(17)	Thursday 4 March	

(17) Thursday 4 March
Inform IDT of likely length of Speech.

JK/86.

(18) Friday 5 March
Send copy of latest draft of Speech to PM if Chancellor wishes and to AJS

JK

(19) Submit draft Snapshot to Chancellor's Office(20) EB to receive Chancellor's comments on first draft of

EB/IDT

(20) EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box

BC/JR

(21) Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office

PK /CU

(22) Submit final draft of TV speech if available

Mr.French/

RG

Satu	rday before Budget	
(23)	Second book proofs of FSBR received by Treasury Accountant, 10.00 a.m.	
	Work as necessary to produce final version of Speech	
(24)	Chancellor: photo-call in Surrev (NB IDT to be informed of any interesting pre-Budget weekend invit	sations)
(25)	Type Snapshot on A4 paper	EB
(26)	CHRIV UNI MUVE COLLECTIONS IN CHONCETION S	nancellor's ffice
(27)	Roll off and collate 37 copies of speech for:	PΤ
	<ul> <li>Private Secretaries (3)</li> <li>EB (3 copies) - to check Brief,</li> <li>Snapshot and guidance telegrams</li> <li>Mr Lavelle - to prepare telegrams</li> <li>to overseas Governments:</li> </ul>	
	<ul> <li>(a) Chancellor to EEC Finance Ministers         EEC Commissioner for Financial         and Monetary Affairs         MD of IMF         Finance Ministers in US, Japan         and Canada</li> </ul>	
	(b) Sir Douglas Wass to Members of Co-ordinating Committee	
	<ul> <li>Governor, Treasury Ministers (6)</li> <li>Permanent Secretaries, PS/IR, PS/C&amp;E, Deputy         Secretaries, Mr Kemp, Mr Battishill, Mrs Gilmore,         Mr Salveson, Mr Ridley, Mr. French, Mr. Harris, Mr. Norgrov         Mr. Mountfield, Mr. Monger</li> <li>Arrange with BC for EB's copies to be delivered on</li> </ul>	∕ <b>e</b> (24) DB/BC
(28)	Saturday Send speaking copy and spare to Chancellor	JK
(20)	send sheaving coby and share to chancellor	
	ay 8 March 9.00 a.m. Ensure that copies circulated by hand as in item 27	DB
(30)	Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day	ВС
(31)	Confirm likely length of speech with IDT to guide radio/TV	JK

(32) By 2 p.m. start amending speech as necessary CS ... Chancellor's (33) Check any corrections section by section Office (34) Chancellor due at Buckingham Palace, 6.00 p.m. PSJ/BC (35) Receive Snapshot from EB(BC) for checking (36) Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. JK/CS Text must be finalised. (37) Final check of Snapshot before collating. PSJ (38) Photocopy 33 copies of final text, section by PT section, for - Chancellor - Prime Minister - Treasury Ministers (5) - Officials and Advisers (22 - listed in annex) - Private Secretaries (4) (39) Roll off 225 copies of speaking copy, section by PT/CRU section and 737 copies of snapshot (White Paper) BUDGET DAY: Tuesday 9 March (40) Ensure Chancellor stays away from Treasury (Photocall at No.11 or "walkabout" in park SG with Lady Howe for evening papers) (41) 10 a.m: Budget Cabinet (42) By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 360 copies to be rolled off for distribution to the Lobby. and Press Gallery in House of Commons and to IDT AB/BC/KB (see Items 49 and 62). From Private Office production of Speech (225 copies) send 2 copies by hand to BC (EB Room 17/1) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, 7 copies to be made for BBC TV, BBC Radio, IRN, ITN, PA, Reuters and PA Newsroom

(43)Check arrival of press notices against numbers expected (see item 12). Issue required numbers to CS and PC in accordance with list in Annex

(44)Prepare packages as follows: K B/CS

- (a) Press Gallery via SB (see also item 59)
  - 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section
  - 1 copy of Snapshot, 🚜 -. with each final section (ie 30 snapshots)

# (b) ITN, Wells Street

- ₹ 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot, FSBR, Command papers and all press notices addressed to:-

  - 1. Sue Tinson, ITN Budget Programme 2. Peter Hall, Editor 'Oracle' News services to be handed over at end of speech.

#### (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 2 unstapled Speech with sidelines and headlines for page-by-page distribution\*
- 3 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. Peter Oppenheimer
- 3. Mark Rogerson: BBC Economics Editor. and to be handed over at end of Speech.
  (d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- m l unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command papers and all press notices addressed to:-
  - 1. Dominick Harrod BBC Economics Correspondent
  - 2. Producer, PM Budget Special NB: These envelopes to be handed over <u>at end</u> of Chancellor's Speech

# (e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- l unstapled speech with sidelines and headlines for page by page distribution\*
- l envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at <u>end</u> of Chancellor's speech

\* 5 'marked-up' copies of Speech (unstapled) are to be provided by Mr Brazier to Mrs C Scott by 2.30 p.m. (Mr Brazier will also supply 2 copies to RG for P.A. and Reuters)

KΒ

(45) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 123 copies of FSBR from Treasury Accountant, 124 copies of Command papers, 36 copies of PEWP and 8 Briefs (From EB - first 3 to JK, JR and PSJ)

DB/CB/KB

(46) Issue 123 copies of FSBR, 124 copies of Command papers, 36 copies of PEWP, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to CS for distribution as in Annex. (Other 3 Briefs to JK, PSJ and JR)

DB/CS

(47) 645 copies of snapshot to be taken to AB in the CRU to be packed in parcels as in Items 49 and 62. (see also item 40).

CB/KB

(48) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are <u>not</u> provided by Chancellor's Office):-

RC

30 copies of Speech and 50 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 45 copies of FSBR, PEWP and Command Papers and 60 copies of snapshot and Press Notices to RG (for Lobby Conference)
10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 62)

(49) Start collation of full text of Speech with index Clerks and and checklist Typists (50) Before 12.00: Let Speaker's Private Secretary know AJS roughly how long Speech will last (51) By 12.30 p.m.: Make up and despatch SECRET envelopes containing 1 copy each of Speech, FSBR, Resolutions, Command Papers to:-Prime Minister Chief Secretary ) RC to provide Financial Secretary ) extra messenger \* Economic Secretary Ministers of State Officials, etc. (See Annex for list 20)) Speaker (via Mr. Salveson) 1 Set of above to Mr. Bush (for Northern Ireland Office) Plus any other Ministers or officials to whom the issue of advance copies may be authorised by JK (N.B. This would mean a commensurate increase in the number of copies needed) (52) At 12.30 p.m.: SECRET envelopes containing Speech and FSBR, to be given to messengers from:-(6 copies of each) - including 1 to Isle of - Customs & Excise - Inland Revenue (6 copies of each) (6 copies of each plus 6 - Bank of England copies of press notices) (DB to arrange that these messengers come to the DB Chancellor's messengers' lobby) (53) At 12.30 p.m.: 18 copies of Speech, Snapshot,

to be issued to RG for allocation to members of IDT (Copies of Brief will be (and monitoring teams. sent direct to RG by EB)

(54) 1 set each of Speech, Snapshot, FSBR, Resolutions,

FSBR, Command Papers and Press Notices

KB/BC

- Command Papers, PEWP and Press Notices to be CS given to JK, PSJ and JR, and of speech only to \$B
- (55) 1 set each of Speech, FSBR, PEWP and Command Papers in sealed envelopes addressed to:

Leader of the House of Commons

Leader of the House of Lords (Excluding PEWP)

Leader of the Opposition (Mr Foot)
Shadow Chancellor (Mr Shore)
Chancellor's PPS (Mr Ian Stewart MP)
Mr Christopher (IRSF) – plus Press Notices (Excluding PEWP)
Sir William Clark (Chairman of Conservative
Finance Committee)

Mr Joel Barnett, Chairman PAC (Excluding PEWP)
Mr Edward Du Cann, Chairman Treasury and CSD
Select Committee

Select Committee

Hon. Peter Brooke (Treasury Whip)

to be given to SB to take to Mr. Fan Stewart's room. House of
Commons (to be given out after Speech) (JR to collect after
Chancellor has sat down).

(56) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Command Papers, PEWP and Press Notices.

JК

# Budget Day: After lunch

- (57) Envelope copies of Speech for distribution to Members of the Cabinet (other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For named Ministers etc. see Item 55)
- (58) SB takes 30 copies of sectioned versions of Speech and snapshot to Chancellor's room at the House for IDT (for release during Speech). (See also item 45(a))

SR

(59) AJS arranges for copy of Speech to be taken to Speaker's Office

AJS

- (60) <u>During the Budget Speech</u>: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, Mrs Gilmore will release on a page-by-page basis to the Press Association and Reuters the specialy side-lined copies of the Speech (provided direct by Mr Brazier Mrs. Gilmore will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
  - (b) In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA Newsand IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury Official hears (from the Radio 4 live speech broadcast) that the page/ section has been completed.

(61)	After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 48 to PPS's Room at House. They will guard them until end of Speech and then take them under IDT guidance to Press Gallery, Lobby and Overseas Press Conferences.	R C
(62)	After Speech has started allow access to Committee Section to representatives of IDT who will pack:	
	<ul> <li>- 305 copies of Speech (supplied by CRU)</li> <li>- 275 copies of FSBR and 255 of other Command Papers.</li> <li>- 300 copies of other Depts. Budget Press Notices</li> <li>- 415 copies of Snapshot</li> <li>- 245 copies of PEWP (extra 45 to be sent direct to IDT for PEWP Press conference and spares)</li> <li>- 430 copies of Tsy Press Notices (450 Tsy PEWP PNS)</li> <li>- 265 copies of PEWP Press Notices.</li> </ul>	R C
	in envelopes for Press and other callers to collect	
(63)	During Speech: Note changes from typed version	JR
	d of Speech	
(64)	Give 7 sets of Speech, etc. to Chancellor's PPS from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 55)	JR
(65)	Despatch by hand copies of Speech to other members of Cabinet (see Item 57)	DB
(66)	On instructions from §B, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 48 and 61)	SB
(67)	Take 1 copy to Official Reporters	SB/TS
(68)	Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions as at Item 15 to EF2 Division	DB/MH
(69)	Send copies as follows:	RB
	Speech and Snapshot, Brief Resolutions, Press Notices FSBR Cmd Pap	ers <u>PEWP</u>
	Mr. J. Anson, British Embassy Washington 1 3 3	3 3
	Mr. R. Butt UKREP Brussels 1 3 4	4 4
	Send 1 copy of each of above papers (except PEWP to: Director of British Information Services, NY	·
	Mr. M.C.S. Weston, British Embassy, Paris. BY 6.00 pm Ba	g

(Copies obtained from CS: See Item 45)

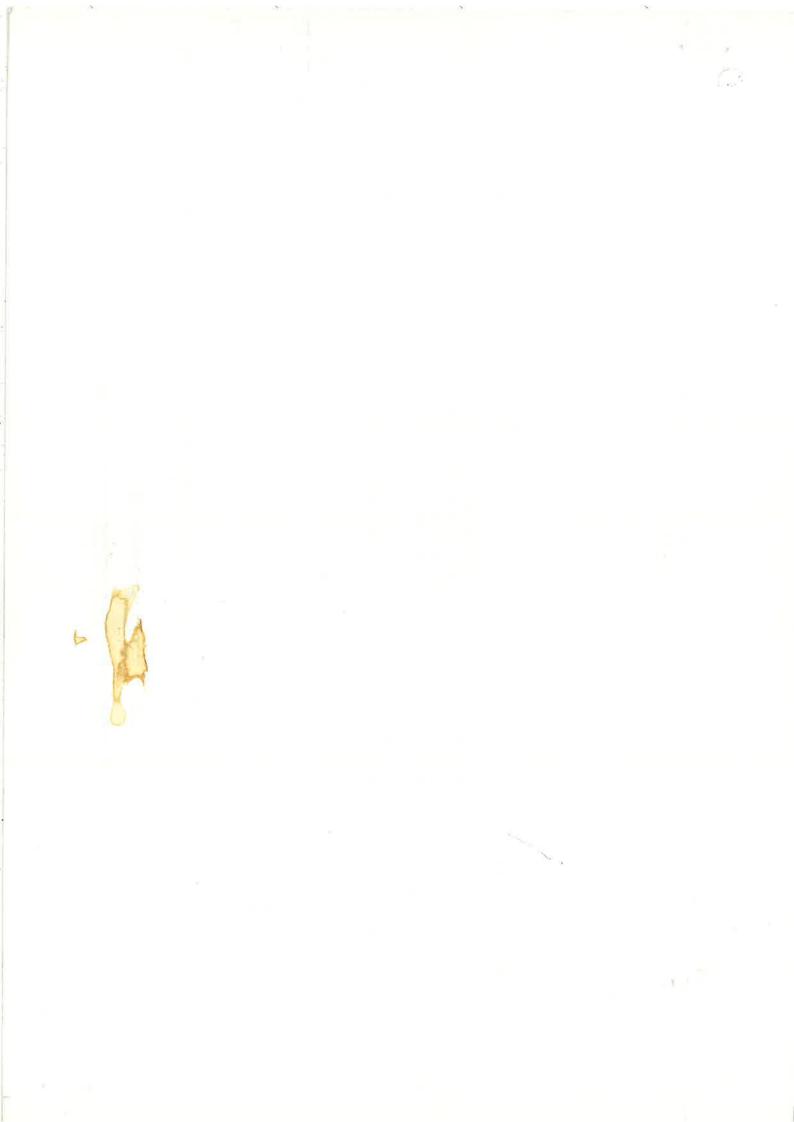
(70)	of the House of Commons and the House of Lords	TS
(71)	Ensure all officials covering the Official Box have copies of the Brief	S.E

CHANCELLOR'S OFFICE

# BUDGET PAPERS : COPIES HANDLED ON BUDGET DAY

# BY CHANCELLOR'S OFFICE

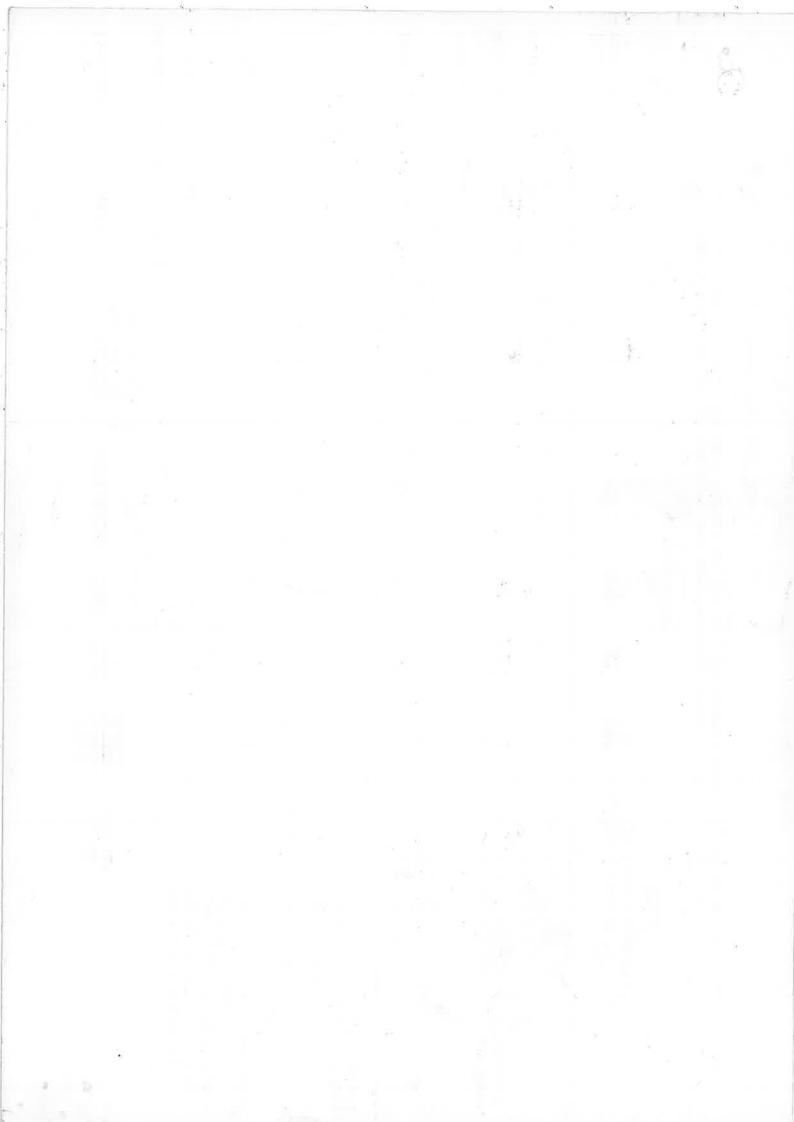
<u>Item No</u> .	Speech	Resolutions	FSBR PEWP	Other Command Papers	Press Notices	
a.m. 42	2					Mr Collins, EB Room 10/3 (via DB)
12.30 p.m. 38/51	29	29	1 29 for PM)	2 9	÷	
	Single copies as indicat  PM (No.10)  Chief Secretary  Financial Secretary  Economic Secretary  Minister of State (  Minister of State (	Sir Douglas W Mr Ryrie Mr Burns Sir Kenneth C C) Sir Anthony R	Vass Couzens Rawlinson Lovelock	Mr E Mr E Mr ( Mr (	Littler Barratt Byatt Quinlan Norgrove Le eminant	Mr Wilding Mr Middleton Mr Kemp Mrs Gilmore Mr Mountfield Mr Battishill Mr Monger Mr Ridley Mr. French Mr Harris
52	6 (Each to send me Chancellor's mes 6		6	6	-	Customs & Excise Inland Revenue
53 (a) (b) 54	6 Snapshot 18 19 1 1 1 1 1 1 1 1 1 1	- 1 1 1 1	6 18: 1 1 1 1 1 1	6 18 1 1 1	6 18 1 1 1	Bank of England  RG (via DB)  Mr Bush (for N.I.O.)  JK  PSJ  JR  SB
After 57 Lunch 60	Speaking copy 1	1 -	1 -	1 -	1 -	Chancellor (with Brief) Speaker's Office (via AJS)



30 16*+	30 <sup>ø</sup>						
16*+	30		_	_	_	2	Press Gallery (via SB)
	-	920		_	_		ITN
2*	2 <sup>ø</sup>		2 <sup>ø</sup>	2	2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
12*+	<b>*</b>	-	. <del></del>	_		=	BBC
2*	2 <sup>ø</sup>	-	2 <sup>ø</sup>	3	2 <sup>ø</sup>	_3; <b>d</b>	Personal copies
10*+	<b>E</b>	) <u> </u>	~	_	_		BBC Radio
	20	_	$\mathbf{z}^{\emptyset}$		2 <sup>ø</sup>	2 <sup>ø</sup>	Personal copies
5*+	æ	_	-	: <del>=</del>	_	3	IRN
1*	1 <sup>ø</sup>	-	1 <sup>Ø</sup>	$_1$ ø	1 ø	1 ø	LBC
3	3	-	3	-	3	3	NEDO
3	3	1	3	2	3	3	CBI
3	3	_	3	2	3	3	TUC
3	3	-	3	2	3	3	Conservative Research
14	14	<u></u>	14		14	14	Diplomatic Missions (viaM∀಼)
1	<b>-</b> :	<del>-</del> .	1	1	1	1	Mr Limon ' (wia Mr Bush)
9	<del>=</del> :	÷.	9	7.	10	SB to:-	opies as indicated via
+ * ø * *	Sectioned With final section/a	t end of speech	) Dpy	:_:	1	(except PEN Mr Pym Lady Young Mr Foot N	WP) Sir W Clark  Mr Stewar
	2* 12*+ 2* 10*+ 2* 5*+ 1*  3 3 3 14 1 9 +*   **	2* 2°  12*+ 2°  10*+ 2°  5*+ 2°  5*+ 1°  1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2* 20  12*+	2* 2° 2° 2° 2° 12* 2° 10*+ 2° 2° 2° 10*+ 2° 2° 2° 2° 2° 2° 2° 2° 2° 2° 2° 2° 2°	2* 20 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2* 2¢ 2 2¢ 2 2¢ 2 2¢ 2 2 2 2 2 2 2 2 2 2	2* 2¢ 2 2¢ 2 2¢ 2¢ 2¢ 12± 12± 12 12± 12 12 12 12 12 12 12 12 12 12 12 12 12

<u>Item No</u> .	Speech	Snapshot	Resolutions	FSBR	PEWP	Other Command Papers	Press Notices
At end of spee	ech (contd.)						
65	18	V =		-		-	- Cabinet (except PM Mr Pym, CST Lady Young
69	7 8	3	3	3.	3	3	3 British Embassy, Washington
09	1	3	3		4		3 UKREP Brussels
	1	1	1	4- 1	1	4 1	1 BIS, NY
	1	1	1	1		1	l BF. Paris
70	8	-	4	-		_	Mr Salveson (For House Libraries)
Total of above		94° ng copy)	41	123	: 36	124	73 (36 <u>Brief</u> : 8 only (with Brief)
Despatched in by CRU	bulk						of other Depts, Depts, PEWP PNs) 60 Tsy PN, 60 PE PNs, 60 other Depts. 430 (Tsy) (450 Tsy) 265 (PEWP) in CRU 300 (other Depts) (for IDT)
48/61/66	85	120		45	45	45.	430 (Tsy) (450 Tsy, Mr Batchelor
62 Other IDT	305	395		275	245	255	265 (PEWP) PEWP) in CRU 300 (other Depts) (for IDT) 250 (Tsy)
Total copies required	619 🦸	609	41	443/1	326	424	[863(Tsy) 350(PEWP) 413(Other Depts) Brief: 8

<sup>\*900</sup> additional copies of Treasury and non-Treasury Press Notices (except other Departments' p.e.w.p. notices) will be sent direct to AJS by Departments responsible (see Item 12)



#### RESTRICTED

FROM: MISS M O'MARA DATE: 28 February 1983



Mr Kerr Mr Kemp Miss O'Mara Mr Allen Mr Norgrove Miss Rutter Mr Corcoran Miss Young Mr Brazier Mr Collins Mr Hall Mr Lawrence Mr Visconti Mr Monaghan Mrs Willis Mr Page Miss Taylor Mr Macrae Miss Edwards Mr Gieve Miss Swift Mr Johnson Mr Donnelly Mr T A A Hart Mr Kwiecinski Mr Moore Mr Martin Mr Harrison Miss Pollock Mr Lavelle Mr Graham Mr J Williams Mr Salveson Mr Bush Mrs Dunn Mr Stubbington Mr Hudson Mr Collinson Mr Milner Mr Hunter Mr Ridlev Mr French

Mr Harris

Mr Chambers Mr Batchelor Mr Bobsin Mr Carpenter Mr Renton

PS/Inland Revenue

PS/Customs & Excise

#### **BUDGET AIDE MEMOIRE**

#### CHANCELLOR'S OFFICE TIMETABLE

I attach the final version of this year's Budget Aide Memoire.

MISS M O'MARA

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# **BUDGET 1983: CHANCELLOR'S OFFICE TIMETABLE**

tal number of papers distributed under these arrangements (See Annex)

	Private Office	CRU	Parliamentary Section
Speech	222	420	Mr Salveson will make his own arrangements
Snapshot	114	535	J
Resolutions	41	( <del>**</del>	
FSBR	122	370	
Command Papers	121	340	
Press Notices	73	710 (Tsy)	
		340 (Non Tsy)	
Brief	8	·	
Code	JK John Kerr	(5728)	
	MOM Margaret O'Mar	a (5418)	
	JR Jill Rutter	(5457)	
	KB Ken Brazier	(5597)	
	NL Nigel Lawrence	(5512)	
	MV Marco Visconti	(3910)	
	DYDonna Young	(5487)	
	LWLesley Willis	(4262)	
	PT Pat Taylor	(3836)	
	RCRon Carpenter	(3327)	
	AB Tony Batchelor	(7278)	
	PK Peter Kemp	(3016)	
	MH Martin Hall	(3443)	
	JP John Page	(7616)	
	FMFrank Martin	(7393)	
	BC Barry Collins	(551 <del>4</del> )	
	AJS John Salveson	(4749)	
	TS Tim Stubbington	(5532)	
	JG John Graham	(6160)	
	CUCentral Unit	(3942)	
	GJ Graham Johnson	(7565)	

Distribution: (Further copies are available from Ken Brazier)

Chancellor's Office	Other Private Offices, etc.	Central Unit/EB
Chancellor's Office Mr J Kerr Miss M O'Mara Miss J Rutter Mr K Brazier Mr N Lawrence Mr M Visconti Miss D Young Mrs L Willis Miss P Taylor	Other Private Offices, etc.  Mr J Gieve Miss J Swift Mr M Donnelly Mr E Kwiecinski Mr C D Harrison Miss T Pollock Mr H Bush Mrs R Dunn Mr Hudson Mr J Milner Mr Williams Mr A Ridley Mr D French Mr R Harris PS/Customs & Excise PS/Inland Revenue Mr T Renton MP (HOC)	Central Unit/EB Mr Kemp Mr Allen Mr Norgrove Mr Corcoran Mr Collins
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# LANGER STEEL STEELS WALLS THE THEORY

rarliamentary Section	FP	$\overline{ ext{IDT}}$
Mr Salveson Mr Stubbington OF Mr Lavelle (Item 29)	Mr Moore Mr Martin EO Mr Chambers	Mr Hall Mr Monaghan Mr Page Mr Macrae Miss Edwards
Mr Graham (Items 15 & 70) GE	Mr Bobsin	Mr Johnson
Mr Hart	Mr Carpenter	Accounts Mr Collinson Mr Hunter

# CHANCELLOR'S OFFICE February 1983

#### **PRELIMINARY**

#### Preparation in weeks before the Budget

Arrange audience of The Queen with her Private Secretary JR(1) (a) (b) Check with Speaker on allocation of guest seats available. Arrange for sufficient 5600 machines, stocks of paper and a mechanic (2)KB/AB on call to be available from Sunday. MH Arrange for TV Broadcast, in conjunction with Chief Whip's Office. (3) Arrange for members of FP Division (and other Private Offices as (4)necessary) to be available to collate papers on 14 March and on Budget JR/FM Day. (For Private Office and IDT as well) MH (5) Submit publicity arrangements to Chancellor Make arrangements for providing Press Gallery, P.A., P.A. Newsroom (6) JP and Reuters with Speech section by section. Send off letters establishing arrangements for release of Resolutions, (7) FSBR and Command papers to MPs at end of speech. (Drafts provided AJS/DY by AJS.) CU in consultation with AJS circulate note commissioning press notices (8) from Treasury and Revenue Departments. JR writes to Private Offices in other Departments asking whether they intend to issue any press notices on Budget Day. (EB to get advance copies of PNs) Confirm CU/JR/AJS all numbers with AB. AB AJS (9) Arrange for laying of White Papers, etc. Seek Chancellor's wishes as to speakers in Debate; inform them and (10)JK/MH the Whips. Take into account Ministers' TV and Radio engagements. Circulate roster of Ministers covering Treasury Bench and officials (11)covering official box (or available on the 'phone) for Budget Statement JR and Debate. (Note that Ministers are required on T.V. Broadcasts.) Two weeks before Budget Day, KB writes to Vote Office about Resolutions (12)and FSBR arrangements and GEP 1 write to Departments about detailed arrangements for production of Press Notices. CU send similar note to Treasury Divisions and Revenue Departments. KB to arrange for Lord President's Office to collect Snapshot. Inter alia, these notes will specify KB/CU that the numbers of Press Notices required will be as follows:-

Snapshot	Total required Vote Office Printed Paper Office Chancellor's Office IDT Lord President's Office	1,919 1,000 150 114 535	(AB will check)	
Treasury PNs	Total required Vote Office Printed Paper Office Chancellor's	1,933 1,000 150	(AB will check)	
	Office	73		
	IDT and Treasury Mailing lists	710		
Other Departments PNs				
	Total required Vote Office Printed Paper Office Chancellor's Office IDT	1,563 1,000 150 73 340	(AB will check)	
On 7 March reserve cars the night before the Budg that extra cars are availad JR and DY with Speech s Day.	get, grouping staff by a able if necessary; also o	reas but e ar to tak	ensuring e MOM,	RC
Prepare addressed envelonities 15,47,50,53,57 and		listed bel	ow under	LW
Make arrangements for t Snapshot, FSBR, Resoluti Room after the Chancell	ion and other Command	copies o l papers f	f Speech, rom Enquiry	MV
(a) NEDO (211 3000) CBI (379 7400) TUC (636 4030) Conservative Research Dept (222 9000)	)Snapshot, i )any Press	FSBR, Co	es of Speech, mmand Papers and 1 Resolution for CBI	
(b) MV to arrange with E	EF2 Division (J.G.) to c	ollect for	issue	

(b) MV to arrange with EF2 Division (J.G.) to collect for issue to Australian and New Zealand High Commissions, EEC Diplomatic Missions, and Mr Newman, US Embassy, Canadian High Commission and Japanese Embassy set of 1 copy of each of the above documents (14 sets in all)

(13)

(14)

(15)

- (c) MV to arrange with Mr Corcoran for collection of 1 copy each of Speech, Snapshot, FSBR, other Command Papers and Press Notices for Mr Limon, Clerk to the Treasury and Civil Service Committee
- (16) Arrange with Parliamentary Counsel's Office, IR, C&E, Treasury Divisions and other Departments for correct number of copies of Resolutions, Command Papers and any Press Notices to be delivered to KB and AB in CRU as appropriate (see Annex) by close of play on Friday 11 March at the latest. Also arrange with Central Unit for correct number of copies of FSBR to be delivered by 10.00 a.m. on Tuesday 15 March.

KB/A

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7)	Thursday 10 March Inform IDT of likely length of Speech.	JK/JP
(18)	Friday 11 March	
	Send copy of latest draft of Speech to PM if Chancellor wishes.	JK
(19)	Submit draft Snapshot to Chancellor's Office	EB/IDT
(20)	EB to receive Chancellor's comments on first draft of Brief. Chancellor's Office to receive 2 copies of latest version for weekend box.	BC/JR
(21)	Prepare summary for The Queen (may also be used at Budget Cabinet). Submit to Chancellor's Office.	PK/CU
(22)	Submit final draft of TV speech if available.	Mr French/ MH
(23)	Check with JK whether any other Ministers or Officials are to receive advance copies of Budget documents other than those at Annex.	KB
	SATURDAY-MONI	DAY
Saturd	ay 12 March	
(24)	Second book proofs of FSBR received by Central Unit,	
(25)	10.00 a.m. Work as necessary to produce final version of Speech.	MC JK
(26)	Chancellor: photo-call in Surrey.	JP
(27)	Type Snapshot on A4 paper.	EB
(28)	Check and make corrections in Chancellor's speaking copy, section by section	Chancellor's Office
(29)	Roll off and collate 37 copies of speech for:	PT
	<ul> <li>Private Secretaries (3)</li> <li>EB (3 copies) - to check Brief, Snapshot and Guidance telegrams</li> <li>Mr Lavelle - to prepare a telegram to selected overseas Finance Ministers etc. for issue later in the week.</li> </ul>	
	<ul> <li>Governor &amp; Treasury Ministers=(6)</li> <li>Permanent Secretaries (4), Deputy Secretaries (6), Mr Kemp,</li> <li>Mr Moore, Mr Hall, Mr Salveson, Mr Ridley, Mr French, Mr Harris,</li> <li>Mr Norgrove, Mr Mountfield, Mr Monger, PS/IR, PS/C&amp;E.</li> </ul>	
	Arrange with BC for EB's copies to be delivered on Saturday	KB/BC
(30)	Send speaking copy and spare to Chancellor.	JK
Monda	y 14 March	
(31)	9.00 a.m. Ensure that copies circulated by hand as in item 29	KB
(32)	Chancellor's Office to receive from EB 2 copies of near-final draft of Brief and Snapshot during course of day.	вс
(33)	Confirm likely length of speech with IDT to guide radio/TV.	JK/MH

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(غ	By 2 p.m. start amending speech as necessary.	LW
(35)	Check any corrections section by section.	Chancellor's Office
(36)	Chancellor due at Buckingham Palace, 6.00 p.m.	
(37)	Receive Snapshot from EB(BC) for checking.	MOM/BC
(38)	Evening - either obtain confirmation from Chancellor that Speech can be regarded as final or amend speaking copy in accordance with his instructions. Text must be finalised.	JK/LW
(39)	Final check of Snapshot before collating	мом
(40)	Photocopy 32 copies of final text, section by section, for	PT
	- Chancellor - Prime Minister - Other Treasury Ministers (5) - Officials and Advisers (21) - Private Secretaries (4)	
(41)	Roll off 222 copies of speaking copy, section by section and 1919 copies of snapshot	PT/CRU
BUDGI	ET DAY:	
(42)	Ensure Chancellor stays away from Treasury (Photocall at No.ll or "walkabout" in park with Lady Howe for evening papers)	JP
(43)	10 a.m.: Budget Cabinet.	
(44)	By 11 a.m. the master copy of Speech is to be given to AB in the CRU for 420 copies to be rolled off for distribution to the Lobby and Press Gallery in House of Commons and to IDT (see Items 49 and 63). From Private Office production of Speech (222) copies) send 2 copies by hand to BC (EB Room 99/2) as soon as possible to be marked up for PA/Reuters/radio/TV). When master copy of "marked up" speech is returned to the private office, 9 copies to be made for BBC TV, (Z copies), BBC Radio, IRN, ITN, Channel 4, PA, Reuters and PA Newsroom, Financial Times.	AB/BC/MV
(45)	Check arrival of press notices against numbers expected (see item 12). Issue required numbers to LW and AB in accordance with list in Annex.	KB
(46)	Prepare packages as follows:	NL/LW
	<ul> <li>(a) Press Gallery via DY (see also item 65)</li> <li>- 30 copies of sectioned version of Speech, in separate envelopes each marked with number of section.</li> </ul>	

- 1 copy of Snapshot, with each final section (ie 30 snapshots)

#### (b) ITN, Wells Street

- 15 copies of sectioned version of Speech, in separate envelopes each marked with number of section.
- 1 unstapled Speech with sidelines and headlines for pageby-page distribution\*
- 2 envelopes, each containing 1 copy of Speech, Snapshot,
   FSBR, Command papers and all press notices addressed to:-
  - 1. Sue Tinson, ITN Budget Programme
  - 2. Peter Hall, Editor 'Oracle' News services
  - to be handed over at end of speech.

# (c) BBC, TV White City

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- Zunstapled Speech with sidelines and headlines for pageby-page distribution\*
- 2 separate envelopes, containing 1 copy of Speech, snapshot, FSBR, Command Papers and Press Notices, addressed to:-
  - 1. Producer, BBC Budget Programme
  - 2. James Long: BBC Economics Editor. and to be handed over at end of Speech.

#### (d) BBC Radio, Broadcasting House

- 10 copies of sectioned version of Speech, in separate envelopes each marked with number of section
- 1 unstapled copy of speech with sidelines and headlines for page-by-page distribution\*
- 2 envelopes each containing a copy of the Speech, snapshot, FSBR, Command Papers and all press notices addressed to:-
  - 1. Dominick Harrod

**BBC Economics Correspondent** 

2. Producer, PM Budget Special

NB: These envelopes to be handed over at end of Chancellor's speech

### (e) Independent Radio News

- 4 copies of sectioned version of speech, in separate envelopes and marked with number of section
- 1 unstapled speech with sidelines and headlines for pageby-page distribution\*
- 1 envelope enclosing a copy of the Speech, Snapshot, FSBR, Command papers and all press notices, addressed to:-

Mr Douglas Moffit, Economic Editor, LBC

NB: This envelope to be handed over at end of Chancellor's speech

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- (f) Channel 4
  - -(1 unstapled Speech with sidelines and headlines for pageby-page distribution.) Reuter
  - 1 envelope enclosing a copy of the speech snapshot, FSBR, Command Papers and all press notices addressed to: Miss Sarah Hogg, Economics Editor.
  - \* 7 'marked-up' copies of Speech (unstapled) are to be provided by Mr Lawrence to Mrs L Willis by 2.30 p.m. (Mr Lawrence will also supply 2 copies to MH for P.A. and Reuters)

NL/KB/MH

(47) Check arrival in Chancellor's Office of 41 copies of Resolutions from Parliamentary Counsel's Office, 122 copies of FSBR from Central Unit, 121 copies of Command papers and 8 Briefs (From EB - first 3 to JK, JR and MOM)

KB/NL/MV/

BC

(48) Issue 122 copies of FSBR, 121 copies of Command papers, 41 copies of Resolutions and 5 (as soon as available) copies of Brief to LW for distribution as in Annex. (Other 3 Briefs to JK, MOM and JR)

KB/LW

(49) CRU pack up documents indicated in parcels addressed as below. (Speeches, etc. should be packed separately in bulk. Copies of Speech are not provided by Chancellor's Office):-

RC/MH

50 copies of Speech and 60 copies of Snapshot to Home Press Gallery, House of Commons

45 copies of Speech, 60 copies of FSBR, Command Papers, snapshot and Press Notices to MH (for Lobby Conference)

10 copies of speech and 10 copies of snapshot in separate envelope to "the Secretary, Press Gallery", marked "for OVERSEAS CORRESPONDENTS".

The above parcels should then be packed for transmission to the House (see item 62)

(50) Start collation of full text of Speech with index and checklist

Clerks and Typists

(51) Before 12.00: Copy of speech to AJS who will let Speaker's Private Secretary know roughly how long Speech will last.

AJS

(52) By 12.30 p.m.: Make up and despatch SECRET envelopes containing

1 copy each of Speech, FSBR, Resolutions, Command Papers to:-

LW

Prime Minister
Chief Secretary
Financial Secretary
Economic Secretary
Ministers of State
Officials, etc. (See Annex for list)

RC to provide ext messenger

Speaker (via Mr Salveson)

1 Set of above + Treasury PN to Mr Corcoran (for Northern Ireland Office)
Plus any other Ministers or officials to whom the issue of advance
copies may be authorised by JK (N.B. This would mean a commensurate
increase in the number of copies needed)

- (53) At 12.30 p.m.: SECRET envelopes containing Speech, Snapshot and FSBR, + other Command Papers to be given to messengers from:-
  - Customs & Excise

(6 copies of each) - including 1 to Isle of Man

Inland Revenue

(6 copies of each)

Bank of England

(6 copies of each plus 6 copies of press notices)

(KB to arrange that these messengers come to the Chancellor's messenger s' lobby)

KB

(54) At 12.30 p.m.: 18 copies of Speech, Snapshot, FSBR, Command Papers and Press Notices to be issued to MH for allocation to members of IDT
(Copies of Brief will be send direct to MH by EB and monitoring teams.)

NL/BC

(55) 1 set each of Speech, Snapshot, FSBR, Resolutions, Command Papers and Press Notices to be given to JK, MOM and JR, and of speech only to DY

LW

(56) 1 set each of Speech, FSBR, and Command Papers in sealed envelopes addressed to:

LW

Leader of the House of Commons (Mr Biffen)

Leader of the House of Lords (Lady Young)

Leader of the Opposition (Mr Foot)

Shadow Chancellor (Mr Shore) Chancellor's PPS (Mr Renton)

Mr Christopher (IRSF) - plus Press Notices + Snapshot (not Command Papers)

Sir William Clark (Chairman of Conservative Finance Committee)

Mr Joel Barnett, Chairman PAC

Mr Edward Du Cann, Chairman TCSC

Mr A Goodlad (Treasury Whip)

to be given to DY to take to Mr Renton's room, House of Commons (to be given out after Speech) (JR to collect after Chancellor has sat down).

(57) Make up Budget Box using Gladstone Box for Chancellor with speaking copy of Speech, and copies of FSBR, Resolutions, Snapshot, Command Papers and Press Notices.

JK

### dget Day: After lunch

- Envelope copies of Speeches for distribution to Members of the Cabinet (58)(other than PM, Chancellor of the Duchy, Chief Secretary and Lord President) to be despatched after the Chancellor has sat down. (For Chancellor's named Ministers etc. see Item 56) Office DY takes 30 copies of sectioned versions of Speech and snapshot to (59) Chancellor's room at the House for IDT (for release during Speech). (See item 46(a)) DY Arrange with Lord President's Office collection of 120 copies of the (60)Snapshot KB AJS/JR AJS arranges for copy of Speech to be taken to Speaker's Office (61)JR to arrange for copy to reach official reporters. (See Item 52) (62)After Speech has started Security Guard and Messengers take labelled parcels containing copies of full text of Speech and other documents as listed in Item 49 to Mr Renton's Room at House. They will guard them until end of Speech and then take them under IDT guidance RC to Press Gallery, Lobby and Overseas Press Conferences. (63)After Speech has started allow access to Committee Section to represent atives of IDT who will pack: - 315 copies of Speech (supplied by CRU) - 310 copies of FSBR and 280 of other Command Papers. - 280 copies of other Depts'. Budget Press Notices RC - 405 copies of Snapshot - 650 copies of Tsy Press Notices (220 copies for Treasury Mailing list) in envelopes for Press and other callers to collect Ensure all officials covering the Official Box have copies of the brief. DY/BC (64)
- (65) <u>During the Budget Speech</u>: The sections will be released to the Press Gallery, TV, radio and IDT monitoring teams by the following drill:
  - (a) In the Press Gallery, Mr Hall will release on a page-by-page basis to the Press Association and Reuters the specially sidelined copies of the Speech (provided direct by Mr Lawrence). Mr Hall will also authorise the release of the 30 sectioned copies of the Speech by the member of IDT on duty outside the Press Gallery.
  - (b) In the 5 broadcasting studios (ITN, BBC-TV, BBC radio, PA Newsroom and IRN) the page-by-page unstapled copy of the Speech and the sectioned copies of the Speech will be released when the Treasury official hears (from the Radio 4 live speech broadcast) that the page/section has been completed.
- (66) During Speech: Note changes from typed version.

#### JR

### At end of Speech

(67) Give 7 sets of Speech, etc. to Mr Renton from official box and arrange for set to go to Leader or Deputy Leader of the House of Lords (see Item 56)

JR

(د	Despatch by hand copies of Speech to other members of Cabinet (see Item 58)	KB
(69)	On instructions from DY, Security Guard (in PPS's Room) will hand over complete copies of Speech, etc. to IDT (see Items 49 and 62)	DY
(70)	Release copies of Speech and Budget Report for Cabinet Ministers, NEDO, CBI, TUC and Conservative Research Department to Messengers to take to Enquiry Room; also release copies for Australian and New Zealand High Commissions etc. as at Item 15 to EF2 Division.	MV/JG
(71)	Send copies as follows:-	MV

Mr J Anson **British Embassy** 

Washington

Mr R Butt

**UKREP** Brussels

napshot lesolution, ress Notices	FSBR	Cmd Papers		
3	3	3		

Send 1 copy of each of above papers to: Director of British Information Services, NY

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Speech and Brief

Mr M C S Weston, British Embassy, Paris. BY 6.00 p.m. Bag

(Copies obtained from LW: See Item 45)

Give 8 copies of Speech to TS for the Libraries of the House of Commons (72)and the House of Lords.

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TS

#### CHANCELLOR'S OFFICE

\* Tin (Pany fection) triggered 1 copy of
Resolution and 1 copy of FIBR for Table
Office, Work of Exempl.

## BUDGET PAPERS: COPIES HANDLED ON BUDGET DAY

# BY CHANCELLOR'S OFFICE

Item No.	Speech		Resolutions	FSBR	Other Command Papers	Press Notices				
41	2						Mr Collins, EB Room 99/2 (via KB)			
12.30 p.m.										
40/52	27		27	27	27	==				
Single copies as indicated to be sent by hand to:										
	PM (No.10) Chief Secretary Financial Secretary Economic Secretary Minister of State (C) Minister of State (R)		Sir Douglas Wass Mr Burns Mr Littler Sir Anthony Rawlinson Angus Fraser Sir Lawrence Airey		Mr Bailey Mr Bailey Mr Norgrove Mr Le Cheminant Mr Unwin		Mr Wilding Mr Middleton Mr Kemp Mr Hall Mr Moore Mr Ridley Mr French Mr Mountfield Mr Monger Mr Harris			
		Snapshot								
53	6 6 6	6 6 6	-	6 6 6	6 6 6	- - 6	Customs & Excise Inland Revenue Bank of England			
54	18	18	:: <u>-</u>	18	18	18	MH (via KB)			
52	1	1	1	1	1	1	Mr Corcoran (for N.I.O.)			
55	$\begin{pmatrix} 1 \end{pmatrix}$	1	1	1	1	1	JK			
	$\int$ 1	1	1	1	1	1	MOM			
		1 -	1 -	1 -	1 -	1	JR DY			
After 57	Speaking co	vov	1	1	1	1	Chancellor (with Brief)			
Lunch 52	1	F /	<u>-</u>	_	<u>-</u>	- -	Speaker's Office (via AJS)			
=-m-1	1	=	-	-	-	-	JR (for official reporters).			

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Item No.	Speech	Snapshot (with checklist incorporated)	Resolutions	FSBR	Other Command	Press Notices	
During speech		,					
46/65	30**	30 <sup>6</sup>	=	-	-	-	Press Gallery (via DY)
	16.+	- 26	₹—		_ <b>_</b> _ <b>b</b>		ITN Personal copies
	2 * (! 12 *+ 2 *		_		_		BBC
	2*	_ 2 ø	_	26	26	2p	Personal copies
	11+		-	_ 2,6			BBC Radio
	2* 5* 1* 1*	2 b	-		26		Personal copies
	5 *+		-				IRN LBC
	1 1 *_		-	_			Channel 4 now Rewers
	1*		_	16			Personal copies
	1±	-					Financial Times
At end of Speech 15 70	* Include 3 3 3 3 3 14	des 2 marked up and 3 3 3 3 14	- 1 - -	3 3 3 3 14	3 3 3 3	3 3 3 3	NEDO CBI TUC Conservative Research Dept. Diplomatic Missions (via JG)
	14	1	<u>-</u>	1	1	1	Mr Limon (via Mr Corcoran)
56	9		-	9 -	9	Mr A Go Sir W C Lady Yo	opies as indicated via DY to:- codlad, Mr Shore, lark, Mr Biffen, Mr Renton, cung, Mr Foot, Cann, Mr Joel Barnett
						Press N	otices
	1	1	-,;	1 ;	=	1	(Mr Christopher (IRSF)

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Item No.	Speech	Snapshot	Resolutions	FSBR	Other Command Papers	Press Notices	
At end of speech (contd	(.)						
58/68	18	-	-	-	=		Cabinet (except PM Mr Pym, CST Lady Young)
71	1 1 1	3 3 1 1	3 3 1	3 4 1	3 4 1 1	3 3 1 1	British Embassy, Washington UKREP Brussels BIS, NY BE, Paris
72	8	1	1	1	1	1	Mr Salveson (For House Libraries) b (with Brief) 3 Briefs to JK, MOM & JR
Total of above	222 (plus speak copy)		41	122	121	73	Brief: 8
Despatched in bulk by CRU	N	120					Lord President's Office
49/62	105	130		60	60	60	60 other Depts. Mr Batchelor in CRU (for IDT)
63	315	405		310	280	650 (Tsy) 280 (Other	
Totel copies required	642	769	41	492	461	783 (Tsy) 413 (Other	Depts.) Brief: 8

1150 additional copies of Treasury and non-Treasury Press Notices will be sent direct to AJS c/o Committee Section by Departments responsible (see Item 12.) Also 1150 Snapshots to AJS for Vote Office and Printed Paper Office.

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