

MT

PART ONE

Confidential Filing

Raddick Report on Ministerial
Memoirs.

MEMOIRS

At: August 1979

Referred to	Date	Referred to	Date	Referred to	Date	Referred to	Date
24.10.86. 6. 11. 86 PTI ENOS						5 3002	
PREM 19/2323							

SPARE COPIES OF REPORT

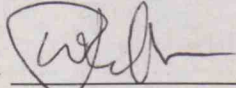
FILED IN BOX IN USEFUL DOCS

SECTION

Published Papers

The following published paper(s) enclosed on this file have been removed and destroyed. Copies may be found elsewhere in The National Archives.

Cmnd. 6386 – Report of the Committee of Privy Counsellors on Ministerial Memoirs Presented to Parliament by Command of Her Majesty January 1976. Published by HMSO. ISBN 0 10 163860 4

Signed  Date 10/11/2014

PREM Records Team

PART 1 ends:-

PAB to NUW 6.11.86

PART 2 begins:-

NUW to f6LB. 16.9.88



na.

10 DOWNING STREET

NLW.

~~T~~
You may wish to glance at the
papers attached. I have high-lighted
the passages relating to No 10.

PMJ
6/11

10.
O. Andy Bearpark . No. 10

Telephone
01 8001

I sent earlier
papers on this to you. I now

attach this
latest, and
probably concluding,
correspondence
- for your information.



DEPARTMENT OF THE
ENVIRONMENT
2 MARSHAM STREET
SW1P 3EB

NHW.

Do you have any



any

Brian Leonard

With the Compliments of the
Private Secretary to the Secretary of
State for the Environment

30 October 1986

MS

No. in U.W.
3/18



Department of the Environment

2 Marsham Street London SW1P 3EB

01-212 8051

Permanent Secretary
Terry Heiser CB

*Asket DOE for pp 30/10
Pentel del 4/11*

Neil Macfarlane Esq MP
House of Commons
LONDON
SW1A 0AA

28 October 1986

Dear Neil

Thank you for your letter of 16 October. I was as surprised as you to hear that a Fleet Street reporter had claimed to have obtained a copy of my letter. We certainly did not release any copies from here.

I do not see how there can be any doubt that your book is a publication to which the conventions about Ministerial memoirs apply. As is customary these were drawn to your attention when you were appointed a Minister and I have, of course, reminded you of them in my recent letters. Even if your book is not strictly a "memoir", it is unquestionably a work relating to your experience as Minister for Sport.

I am sending a copy of this letter to the Secretary of the Cabinet.

*Yours Sincerely
Terry Heiser*

T M HEISER

*cc Sir Robert Armstrong 7
cc PS/HRH Prince Philip ←
PS/Prince Charles
PS/Secretary of State
PS/M Tracy
Mr Owen
Mr Pelling
Mr Medcalf*

CF

CONFIDENTIAL

09284



file

10 DOWNING STREET

From the Principal Private Secretary

SIR ROBERT ARMSTRONG

MR. NEIL MACFARLANE

You told the Prime Minister this morning that you had learned that Mr. Neil Macfarlane's forthcoming book on "Sport and Politics" dealt with matters which had arisen during his Ministerial career. Nevertheless, he had neglected to seek clearance for the draft in the normal way.

The Prime Minister agreed that you should ask the Permanent Secretary in the Department of the Environment to write to Mr. Macfarlane reminding him of the procedures for seeking clearance.

N. L. Wicks

24 October 1986

CONFIDENTIAL

slw



NEIL MACFARLANE, M.P.

*Mr Hines to see
c Mr Medcalf*

Mr Owen

advice please

B. Campbell

PS/ Mr Hines

17 October 1986

HOUSE OF COMMONS

LONDON SW1A 0AA

Tel.: 01-219 3503

— draft letters to see

Messages: 01-219 4343

16 October 1986

Terry Heiser Esq CB
Department of the Environment
2 Marsham Street
London SW1P 3EB

Dear Terry

Your secretary will have brought you up-to-date with my telephone conversation of last Friday, and I must repeat my surprise at being approached by a Fleet Street reporter, asking me what I thought of your letter. It would be interesting to know the recipients of copies of your letter, but I suppose the Whitehall briefing system is operating! I really am very surprised at the contents of your letter, because the political hierarchy of the Party have been aware of my plans, and everything in the book which you identified as a possible area of conflict appeared in national newspapers at some time or other during my period of office. I suppose that the No 10 briefing system ensured that these items were noted.

I have not quoted from any confidential documents. The entire thrust of the book is very much a matter of public interest, and the issues are thought by my colleagues to be of considerable importance within the political framework.

I am bound to say that, grateful as I always was for your experience, I really cannot go along with your analysis. I repeat that I have been most careful only to touch upon matters which have appeared already in some form or other.

Yours sincerely,

Neil

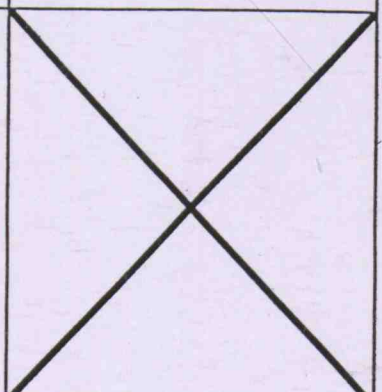
Neil Macfarlane MP

661/10

16/17/10



A The National Archives

DEPARTMENT/SERIES <i>PREM 19</i> PIECE/ITEM <i>2323</i> (one piece/item number)	Date and sign
Extract details: <i>Meiser to Macfarlane dated 7 October 1986 with attachment</i>	
CLOSED UNDER FOI EXEMPTION	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
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DOCUMENT PUT IN PLACE (TNA USE ONLY)	

Instructions for completion of Dummy Card

Use black or blue pen to complete form.

Use the card for one piece or for each extract removed from a different place within a piece.

Enter the department and series,
eg. HO 405, J 82.

Enter the piece and item references, .
eg. 28, 1079, 84/1, 107/3

Enter extract details if it is an extract rather than a whole piece.
This should be an indication of what the extract is,
eg. Folio 28, Indictment 840079, E107, Letter dated 22/11/1995.
Do not enter details of why the extract is sensitive.

If closed under the FOI Act, enter the FOI exemption numbers applying to the closure, eg. 27(1), 40(2).

Sign and date next to the reason why the record is not available to the public ie. Closed under FOI exemption; Retained under section 3(4) of the Public Records Act 1958; Temporarily retained; Missing at transfer or Number not used.



10 DOWNING STREET

From the Private Secretary

MR. M. STARK
CABINET OFFICE

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS: DECLARATION BY MINISTERS

We spoke about this.

Since 1979 (and M. J. Vile's minute of 10 August to Mr. Pattison here) No 10 has written to the Private Secretaries of newly appointed members of the Government, referring those Ministers to paragraph 119 of "Questions and Procedure", which deals with the publication of memoirs. We sent Ministers a copy of the Radcliffe Report, a summary of its conclusions and recommendations, and a declaration form. The form was returned here, and then forwarded to your office.

We agreed that it would be considerably simpler if you were to take responsibility for these procedures. At present you send a round robin letter to Departments following Ministerial changes reminding them of the basic Ministerial procedures for new appointees or those leaving office. Sir Robert also writes to all newly appointed Ministers (including Whips). The Radcliffe declaration point might be covered in Sir Robert's letter or by yours (so long as yours was amended to cover both Whips' offices) or by a separate letter under your signature. But this of course is a matter for you.

I attach for information copies of the standard letter we have been using for this purpose, of the summary and conclusions of the Report, and of the declaration form. I also attach the copies of the Radcliffe Report itself which you passed me earlier today.

Mark Addison

MARK ADDISON
21 May 1986

BR

MW

Ref. A086/625

21 February 1986

I should like to offer you my warm congratulations on your appointment as an Assistant Government Whip. As you know, the services of the Cabinet Office are at the disposal of all members of the Government, and I hope that you will not hesitate to call on us for any help which we can give you.

— I enclose a Note on Questions of Procedure for Ministers
— which the Prime Minister has approved and directed me to
— circulate to all Ministers; a Note on the rules governing
— Travel by Ministers; and a Memorandum of Guidance to
— Ministers on Departmental Select Committees.

When a Minister is first appointed, arrangements are made for a briefing by the Security Service, to explain the basic threat to our security and the system of protection against this threat. The arrangements for you to be briefed for this purpose will be made by the Private Secretary to the Chief Whip.

— An incoming Minister is also invited to sign a declaration that he or she has read the relevant provisions of the Official Secrets Acts. Accordingly I enclose two forms of declaration that your attention has been drawn to the provisions of the Act which are set out on the back. I should be grateful if you would sign one and return it to me and retain the other.

Gerald Malone Esq MP

LETTER C

PS()

Dear Private Secretary,

Ministerial Changes

Following the appointment of [Mr X] as [Secretary of State for Y] there are a number of matters arising from changes in Ministerial appointments to which I should draw your attention.

Papers

When Ministers leave or change office, the practice is for them to leave for the use of their successors the copies of any memoranda or minutes of the Cabinet or its Committees that were issued to them. Papers which are no longer in current use should be destroyed. I should be grateful, therefore, if you would:

(a) confirm that [Mr X] has taken over the Cabinet and Cabinet Committee documents needed for current administration;

(b) confirm that [his] predecessor has not taken away any Cabinet or Cabinet Committee papers.

I should also be grateful if you would arrange for the disposal of any Cabinet or Cabinet Committee documents no longer required for current use. May I remind you that the destruction of all SECRET and TOP SECRET documents should be supervised by two individuals, both of who sign a destruction certificate.

Ministerial Memoirs

Ministers leaving the Government should also be reminded of the recommendations of the Radcliffe Report on Ministerial Memoirs. For this purpose, I enclose a copy of the Report for you to pass to [Mr L].

/Questions

Questions of Procedure for Ministers

On first appointment to the Government, the Secretary of the Cabinet writes to all new Ministers enclosing a copy of "Questions of Procedure for Ministers" and drawing their attention to the guidance it contains. Some of this advice may assume particular relevance if a Minister subsequently assumes a new appointment or responsibilities, particularly in relation to potential conflicts (whether real or apparent) between private interests and new Ministerial responsibilities (Section IX).

I would draw your attention particularly to the paragraphs in this section relating to membership of Lloyd's (paragraphs 74 and 77).

Parliamentary Private Secretaries

I should also remind you of procedures for the appointments of Parliamentary Private Secretaries in case your Ministers wishes to appoint a new Parliamentary Private Secretary. The Chief Whip should be consulted about all such appointments and, in view of the special position which Parliamentary Private Secretaries occupy in relation to the Government, the approval of the Prime Minister should also be sought before any such appointment is offered and announced. It is not necessary to seek the Prime Minister's approval when a Minister wishes to reappoint a Parliamentary Private Secretary on a change of office but No 10 should be informed of such appointments. I would also draw your attention to guidance concerning Parliamentary Private Secretaries in Questions of Procedure for Ministers (paragraphs 37-40).

Copies of this letter go to Private Secretaries to [all Cabinet Ministers and Ministers of State]. A copy also goes for information to Nigel Wicks at No 10.

Yours sincerely,

(Signed) M C STARK

REPORT OF THE COMMITTEE OF PRIVY COUNCILLORS ON MINISTERIAL MEMOIRS:

(The Radcliffe Report - Cmd. 6386 of January 1976)

SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

1. The conventions currently governing the publication by former Ministers of memoirs and other works relating to their experience as Ministers were laid down in a statement made in the House of Commons on 1 August 1946 on behalf of the Prime Minister (Mr Attlee) by the Lord President of the Council (Mr Herbert Morrison). This was based on a memorandum by the Secretary of the Cabinet, Sir Edward Bridges, which Mr Attlee's Cabinet had approved. (Paragraphs 13, 14, 41, 42).
2. The conventions established in 1946 have been maintained under successive Administrations and the Committee do not recommend modification of the principles then advocated. They do however draw out of the conventions certain specific working rules: and make recommendations as to the administrative structure which should condition the clearance of an ex-Minister's intended memoirs. The conventions are to be regarded as concessions made to the author, rather than as restrictions imposed on him. (Paragraphs 19, 36, 43).
3. The author should be free to use his Ministerial experience for the purpose of giving an account of his own work, subject to restrictions on three separate categories of information:
 1. He must not reveal anything that contravenes the requirements of national security operative at the time of his proposed publication.
 2. He must not make disclosures injurious to this country's relations with other nations.
 3. He must refrain from publishing information destructive of the confidential relationships on which our system of government is based. In particular -
 - a. In dealing with the experience that he has acquired by virtue of his official position, he should not reveal the opinions or attitudes of colleagues as to the Government business with which they have been concerned. That belongs to their stewardship, not to his. He may, on the other hand, describe and account for his own.

b. He should not reveal the advice given to him by individuals whose duty it has been to tender him their advice or opinions in confidence. If he wishes to mention the burden or weight of such advice, it must be done without attributing individual attitudes to identifiable persons. Again, he will need to exercise a continuing discretion in any references that he makes to communications received by him in confidence from outside members of the public.

c. He should not make public assessments or criticisms, favourable or unfavourable, of those who have served under him or those whose competence or suitability for particular posts he has had to measure as part of his official duties.

He may, however, regard the obligations concerned with confidential relationships (but not those concerned with national security and international relations) as lifted after the expiry of 15 years from the relevant events, though even beyond that point he should not reveal the advice tendered by individuals who are still members of the public services nor make public assessments or criticisms of them.

(Paragraphs 45-57, 83, 85, 86).

4. These restrictions leave him a wide latitude for the writing of an account of his stewardship. (Paragraph 87).

5. The established principles of law do not provide a system which can protect and enforce those rules of reticence that the Committee regard as called for when ex-Ministers compose their memoirs of Ministerial life. (Paragraph 65).

6. Nor does legislation offer the right solution. (Paragraph 69).

7. There can be no guarantee that, if the burden of compliance is left to rest on the free acceptance of an obligation of honour, there will never be an occasional rebel or an occasional breach; but so long as there

remains a general recognition of the practical necessity of some rules and the importance of observing them, the Committee do not think that such transgressions, even though made the subject of sensational publicity, should be taken as having shattered the fabric of a sensible system.

(Paragraph 69).

8. A Minister on taking and leaving office should have his attention drawn explicitly to his obligations in relation to memoirs. (Paragraphs 71, 72).

9. A former Minister proposing to publish a work relating to his Ministerial experience should submit the manuscript to the Secretary of the Cabinet. (Paragraphs 73-77).

10. The Secretary of the Cabinet, acting at the request of the Prime Minister and on his behalf, should have duties of two kinds in relation to such a manuscript. (Paragraphs 77, 78).

1. To have it examined in respect of national security and the preservation of international relations and to transmit any objections to the author. The author should have a right of reference to the Prime Minister but should accept the latter's decision as final. (Paragraph 79).

2. To offer views on the treatment of confidential relationships in the manuscript. The author should pay careful attention to this advice but must take upon his own shoulders the responsibility for deciding what he is going to say. If he decides to publish material in spite of advice from the Secretary of the Cabinet, he should let the Secretary know what he proposes to do so that before publication there may be time for the Prime Minister to bring his own direct influence to bear upon the dispute, if he wishes to do so. (Paragraph 80).

11. A former Minister who has kept a diary of his Ministerial experience should give testamentary instructions to ensure that its publication does not flout the current understandings that his own ex-colleagues are likely to be observing. (Paragraph 99).

12. Former members of the public services should be under the same obligation as former Ministers to submit their manuscripts for scrutiny with regard to national security and international relations, and to defer to the judgement of those carrying the immediate responsibilities in these fields. In the matter of confidential relationships, the principles which the Committee enunciate concerning publications by ex-Ministers, the obligations which they suggest should rest upon them, and the periods for which those obligations should be maintained, should all be reflected also in the rules governing the publication of memoirs and other works relating to their official experience by former members of the public services. (Paragraphs 92, 93).

of Thursday, 22nd January 1976

**MINISTERIAL MEMOIRS
(RADCLIFFE REPORT)**

Mr. Arthur Bottomley asked the Prime Minister whether he has yet received the Report of the Radcliffe Committee on Ministerial Memoirs; and whether he will make a statement.

The Prime Minister: The Report of the Committee of Privy Counsellors on Ministerial Memoirs, under the chairmanship of Lord Radcliffe, which was submitted to me at the end of December 1975, is being published today as Cmnd. 6386. I should like to express to Lord Radcliffe and his colleagues my appreciation of the careful and thorough study they have made and of the distinguished report which has emerged from it.

The Report makes comprehensive recommendations as to the rules and procedures which should govern the publication by former Ministers of memoirs relating to their period of office. The recommendations are firmly based on the present conventions as they have developed over the years, which the Committee argue should properly be regarded as concessions made to the author rather than as restrictions imposed upon him.

The Committee recommends that an author should be free to use his ministerial experience for the purpose of giving an account of his own work, subject to restrictions on three categories of information. The first two consist of information relating to national security and to this country's relations with other countries. In these areas, the Committee considers that information must be withheld from publication for however long may be necessary and that authors must be prepared to accept as final the judgment of the current Prime Minister as to what material it would be harmful to publish.

The third category consists of information destructive of the confidential relationships upon which our system of government is based. It includes information about the opinions or attitudes of colleagues regarding any Government business; advice tendered to Ministers in confidence by individual officials; and personnel matters.

The Committee recommends that authors should regard themselves as precluded from publishing information in these categories for a period of 15 years after the relevant events, or, in the case of advice by individual officials or comments upon their capabilities, until the persons concerned have completed their official careers if that is the longer period.

It would of course be open to former Ministers to publish memoirs at any time providing that they did not contain information falling within any of the three categories identified in the Report.

As regards enforcement of the proposed rules, the Committee does not consider that satisfactory machinery is provided by the law as it now stands. It does not recommend the enactment of legislation establishing a series of new offences, and instead recommends that compliance should be allowed to rest on the free acceptance by the individuals concerned of an obligation of honour. It proposes, however, that a Minister, on taking and leaving office, should have his attention drawn explicitly to his obligations in relation to memoirs; and that, as now, a former Minister proposing to publish a work relating to his ministerial experience should submit the manuscript to the Secretary of the Cabinet who, acting on behalf of the Prime Minister, should ascertain whether it conformed to the proposed rules.

The Committee also recommends that the principles it has enunciated concerning publications by ex-Ministers should be reflected in the rules governing the publication of memoirs and similar works by former members of the public services.

The Government, having considered the Report, have decided to accept the Committee's recommendations in full. They trust that they will also command general acceptance and observance. They agree that a voluntary code of conduct is preferable to new legislation on this matter, although, as the Committee noted, the sanctions of the Official Secrets Act or any legislation which may supersede it, and, in an exceptional case, of the civil law, will continue to be available. I shall be arranging for all present Ministers to be informed of the new arrangements and, as recommended in the Report, shall invite them to sign an appropriate declaration.

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the Report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed)

(Date)

From: THE PRIVATE SECRETARY



NORTHERN IRELAND OFFICE
WHITEHALL
LONDON SW1A 2AZ

Mark Addison Esq
Private Secretary
10 Downing Street
LONDON
SW1

28 January 1986

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS: DECLARATION BY MINISTERS

Thank you for your letter of 24 January.

... I enclose herewith the declaration duty signed by my Minister.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Peter Black'.

PETER BLACK
PS/Dr Mawhinney

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the Report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed) *Brian Hawkeney*

(Date) 28/1/86



10 DOWNING STREET

From the Private Secretary

24 January, 1986.

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

(Mark Addison)

The Private Secretary,
Mr. Mawhinney's Office,
Northern Ireland Office.

ECU

SPD2BM02



DEPARTMENT OF EDUCATION AND SCIENCE
ELIZABETH HOUSE YORK ROAD LONDON SE1 7PH
TELEPHONE 01-934 9000

FROM THE PARLIAMENTARY UNDER-SECRETARY OF STATE

Mark Addison Esq
Private Secretary
10 Downing Street
LONDON SW1

CE
✓
*PL forwarded to Michael
Stake. MEA 29/11*
28 November 1985

Dear Mark

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Thank you for your letter of 25 November.
I herewith enclose as requested Mr Walden's
signed declaration.

yours sincerely
Ros Turp

MRS R TURP
Private Secretary

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the Report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed) 

(Date) 27/11/81



JAIADV

10 DOWNING STREET

25 November 1985

From the Private Secretary

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

5/11

(Mark Addison)

Mrs. Ros Turp
Department of Education and Science

BM

040

CONFIDENTIAL



nw
Feldman
NW Norgrove Esq
Mrs Jones
Do we have to
write to
either NW Brombe
or NW Walden for
a Hadcliffe
Declaration?
21 November 1985

70 WHITEHALL, LONDON SW1A 2AS

01-233 8319

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

Sir Robert Armstrong GCB CVO

Ref. A085/3004

N L W
22-11

Dear Mike

Ministerial Changes

There are a number of matters arising from changes in Ministerial appointments to which I should draw your attention.

Papers

When Ministers leave or change office, the practice is for them to leave for the use of their successors the copies of any memoranda or minutes of the Cabinet and its Committees that were issued to them. Papers which are no longer in current use should be destroyed. I should be grateful, therefore, if you would:

- a. Confirm that your new Minister has taken over the Cabinet and Cabinet Committee documents needed for current administration.
- b. Confirm that Ministers leaving the Government have not taken away any Cabinet or Cabinet Committee papers.

I should also be grateful if you would arrange for the disposal of any Cabinet or Cabinet Committee documents no longer required for current use. This applies particularly where a Minister is not replaced or a post is dissolved. May I remind you that the destruction of all SECRET and TOP SECRET documents should be supervised by two individuals, both of whom sign a destruction certificate.

/Ministerial Memoirs

M W Norgrove Esq

CONFIDENTIAL

CONFIDENTIAL

Ministerial Memoirs

Ministers leaving the Government should also be reminded of the recommendations of the Radcliffe Report on Ministerial Memoirs. For this purpose, I enclose a copy of the Report, and a summary of its contents, for you to pass on to Mr Gow.

Questions of Procedure for Ministers

On first appointment to the Government, the Secretary of the Cabinet writes to all new Ministers enclosing a copy of Questions of Procedure for Ministers and drawing their attention to the guidance it contains. Some of this advice may assume particular relevance if a Minister subsequently assumes a new appointment or responsibilities, particularly in relation to potential conflicts (whether real or apparent) between private interests and new Ministerial responsibilities (Section IX).

I would draw your attention particularly to the paragraphs in this section relating to membership of Lloyd's (paragraphs 74 and 75). This is the subject of separate correspondence in this instance.

Parliamentary Private Secretaries

I should also remind you of procedures for the appointment of Parliamentary Private Secretaries in case your Minister wishes to appoint a new Parliamentary Private Secretary. The Chief Whip should be consulted about all such appointments and, in view of the special position which Parliamentary Private Secretaries occupy in relation to the Government, the approval of the Prime Minister should also be sought before any such appointment is offered and announced. It is not necessary to seek the Prime Minister's approval when a Minister wishes to reappoint a Parliamentary Private Secretary on a change of office but No 10 should be informed of such reappointments. I would also draw your attention to guidance concerning Parliamentary Private Secretaries in Questions of Procedure for Ministers (paragraph 37-40).

Copies of this letter go to the the Private Secretary to the Chancellor of the Exchequer and Nigel Wicks at No 10.

Yours ever

Michael Stark

(M C Stark)
Private Secretary

MEMOIRS

RADCLIFFE REPORT

AUG 79



DEPARTMENT OF TRADE AND INDUSTRY
1-19 VICTORIA STREET
LONDON SW1H 0ET

TELEPHONE DIRECT LINE 01-215 5662
SWITCHBOARD 01-215 7877

*From the Parliamentary
Under Secretary of State
for Corporate and Consumer Affairs*

Michael Howard QC MP

Mark Addison Esq
PS/Prime Minister
10 Downing Street
SW1

30 September 1985

Dear Mr Addison,

RADCLIFFE REPORT: DECLARATION BY MINISTERS

Thank you for your letter of 5 September.
Mr Howard has now read the attachment not enclosed
with your original letter, and has signed the
declaration, which I am returning herewith.

Your's Sincerely

pp Paul Madden
Private Secretary

MH4ABW

Michael Howard: OTI

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

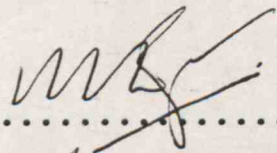
(Signed) *Michael Howard*

(Date) *29 ix 85*

Mr. Eggar: FCO

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.


(Signed) 

(Date) 9/9/85

Mr. Neerham NLO

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed) 

(Date) 13/9/85

Angela Rumbold: DOE.

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed) *Angela Rumbold*

(Date) 23.9.1985

Earl of Caithness : Dep't. Transport.

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed) Caithness
(Date) 10 September 1985 ..



DEPARTMENT OF THE ENVIRONMENT
2 MARSHAM STREET LONDON SW1P 3EB
01-212 3434

My ref:

Your ref:

24 September 1985

Dear Mark

Thank you for your letter of 5 September. I can confirm that Mrs Rumbold has received her copy of the Report and I enclose, as requested, her signed declaration to that effect.

Yours sincerely

Barbara

B G JONES
Private Secretary

Mark Addison Esq



Y SWYDDFA GYMREIG
GWYDYR HOUSE
WHITEHALL LONDON SW1A 2ER
Tel. 01-233 3000 (Switsfwrdd)
01-233 8545 (Llinell Union)

ODDI WRTH YSGRIFENNYDD
PREIFAT YSGRIFENNYDD
GWLADOL CYMRU

WELSH OFFICE
GWYDYR HOUSE
WHITEHALL LONDON SW1A 2ER
Tel. 01-233 3000 (Switchboard)
01-233 8545 (Direct Line)

FROM THE PRIVATE SECRETARY
TO THE SECRETARY OF STATE
FOR WALES

18 September 1985

Dear Mr Stark,

will refer if req.

Richard Hatfield wrote to me on 4 September following the Ministerial changes at the Welsh Office.

I can confirm that my new Minister has taken over those Cabinet papers needed for current use. Also that my former Minister has not taken away any Cabinet papers and that I have handed over to him the copy papers on the Radcliffe Report on Ministerial Memoirs.

A copy of this letter goes to Nigel Wicks at No 10.

CP

*Could we remind Mr Roberts
Office that we still need the Radcliffe
form returned.*

MEM 19/9

*Yours sincerely
Rory O'Sullivan*

R O'SULLIVAN
Private Secretary

*Main
Rory O'Sullivan is out of the office
this week. He is the only one who
deals with it. W.O. will be in
contact next week.*

*Nigel
28/9*

M Stark Esq
Private Secretary
Cabinet Office
70 Whitehall
LONDON
SW1A 2AS



CF pps.

Northern Ireland Office
Stormont Castle
Belfast BT4 3ST
Telephone Belfast 63011

Mark Addison Esq
Private Secretary
10 Downing Street
LONDON SW1

17 September 1985

Dear Mark,

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS: DECLARATION BY MINISTER

Thank you for your letter and enclosures of 5 September 1985. I enclose, as requested, the customary declaration about the publication of Ministerial memoirs which Mr Needham has signed.

Yours sincerely

A PORTER (MISS)
PS/MR NEEDHAM



DEPARTMENT OF TRANSPORT
2 MARSHAM STREET LONDON SW1P 3EB
01-212 3434

My ref:

Your ref:

Mark Addison Esq
Private Secretary to
the Prime Minister
10 Downing Street
LONDON
SW1

MISA

13 September 1985

Dear Mark,

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Thank you for your letter of *5* September and enclosures. I am returning herewith my Minister's declaration as requested by you.

*Yours,
Ben Glatt*

BEN GLATT
Private Secretary to
the Earl of Caithness



Foreign and Commonwealth Office

London SW1A 2AH

From the Parliamentary Under Secretary of State's 10 September 1985
Private Secretary

Dear Mark,

MSH

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS

Thank you for your letter of
5 September. Mr Eggar has read the
Radcliffe Report and signed the declaration
which I enclose.

Yours sincerely
Alistair Harrison

Alistair Harrison
PS/Mr Eggar

Mark Addison Esq
No 10 Downing Street



10 DOWNING STREET

From the Private Secretary

5 September 1985

Dear Minister

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

*Z Sincerely
Mark Addison*

(Mark Addison)

Alistair Harrison, Esq.,
Foreign and Commonwealth Office.



10 DOWNING STREET

From the Private Secretary

5 September 1985

Dear Martin

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

Z e

Mark Addison

(Mark Addison)

Martin Hollobone, Esq.,
Department of Trade and Industry.



10 DOWNING STREET

From the Private Secretary

5 September 1985

Dear Barbara

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

Zer
Mark Addison

(Mark Addison)

Mrs. Barbara Jones,
Department of the Environment.



10 DOWNING STREET

From the Private Secretary

5 September 1985

Dear Ben

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

Zer

Mark Addison

(Mark Addison)

Ben Glatt, Esq.,
Department of Transport.



EM3AMX

10 DOWNING STREET

From the Private Secretary

5 September 1985

Dear Aileen

**RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS**

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

Y er

Mark Addison

(Mark Addison)

Miss Aileen Porter,
Northern Ireland Office.

6



5

ELZAMIX

10 DOWNING STREET

G.R.
C.F.

I should like to send the appropriate letter now to those I have indicated on the list.

We can answer the other applicants later.

META 4/5

BF 4.9.85



10 DOWNING STREET

CP

Pl let me have a
copy of the ~~Press Notice~~
issued yesterday, together
with ~~today's~~.

MEA 3/9

Mark,

Do you wish to take action
on this now, or wait until
all the announcements have
been made?

JP.

4/9.



10 DOWNING STREET

Press Notice

Ministerial Resignations and Appointments

The following Ministers have submitted their resignations from the Government:

The Right Honourable Patrick Jenkin, MP, Secretary of State for the Environment;

The Right Honourable Peter Rees, QC MP, Chief Secretary, HM Treasury;

The Right Honourable The Earl of Gowrie, Chancellor of the Duchy of Lancaster (Minister for the Arts);

The Right Honourable Adam Butler, MP, Minister of State for Defence Procurement;

Neil Macfarlane, Esquire, MP, Parliamentary Under-Secretary of State, Department of the Environment;

Alexander Fletcher, Esquire, MP, Parliamentary Under-Secretary of State, Department of Trade and Industry.

The Queen has been pleased to approve the following appointments:

Secretary of State for Trade and Industry	The Right Honourable Leon Brittan, QC, MP
Secretary of State for the Home Department	The Right Honourable Douglas Hurd, CBE, QC, MP
Chancellor of the Duchy of Lancaster	The Right Honourable Norman Tebbit, MP
Secretary of State for Northern Ireland	The Right Honourable Tom King, MP
Secretary of State for Employment	The Right Honourable The Lord Young of Graffham
Secretary of State for the Environment	The Right Honourable Kenneth Baker, MP
Paymaster General	The Right Honourable Kenneth Clarke, QC, MP
Chief Secretary to the Treasury	John MacGregor, Esquire, OBE, MP

The above Ministers will be members of the Cabinet which is now complete.

The Queen has also approved the following appointments:

Privy Council Office

Minister of State
(Minister for the Arts)

Richard Luce, Esquire, MP

HM Treasury

Minister of State

Ian Gow, Esquire, TD, MP

Ministry of Defence

Minister of State
(Minister for Defence
Procurement)

Norman Lamont, Esquire,
MP

Minister of State for Defence

The Lord Trefgarne

Department of the Environment

Minister of State

The Honourable William

(Minister, Environment,
Countryside and Local Government)

Waldegrave, MP

Minister of State

John Patten, Esquire, MP

(Minister for Housing, Urban
Affairs and Construction)

Parliamentary Under-Secretary
of State

Mrs. Angela Rumbold, CBE MP

(PS Mrs Barbara Jones)

X

Department of Health and Social Security

Minister of State

The Right Honourable

(Minister for Health)

Barney Hayhoe, MP

Parliamentary Under-Secretary
of State

John Major, Esquire, MP

~~(scribble)~~

Department of Trade and Industry

Minister of State

The Honourable Peter

Parliamentary Under-Secretary
of State

Morrison, MP

Michael Howard, Esquire,

QC, MP (PS Martin Hollobone)

Ministry of Agriculture, Fisheries and Food

Minister of State

John Gummer, Esquire, MP

Department of Employment

Parliamentary Under-Secretary
of State

David Trippier, Esquire,

RD, JP, MP

Department of Transport
Parliamentary Under-Secretary
of State

The Earl of Caithness X
(PS Ben Glatt)

Notes for Editors

Some further appointments below Cabinet level remain to be made and will be announced shortly.

The Queen has been pleased to approve that Mr. MacGregor and Mr. Gummer be sworn of Her Majesty's most honourable Privy Council.

Mr. Tebbit and Lord Young will not draw any Ministerial salary.

Mr. Luce, as well as being Minister for the Arts, will have day to day responsibility for the functions of the Management and Personnel Office in relation to the Civil Service.

Copies of letters exchanged between the Prime Minister and Ministers leaving the Cabinet are attached.

Mrs. Rumbold, Mr. Major, Mr. Howard and the Earl of Caithness become Ministers for the first time.

2 September 1985



10 DOWNING STREET

Press Notice

MINISTERIAL RESIGNATION AND APPOINTMENT

John Stradling Thomas, Esquire, MP, Minister of State, Welsh Office, has tendered his resignation from the Government.

The Queen has been pleased to approve that Mark Robinson, Esquire, MP, be appointed a Parliamentary Under-Secretary of State, Welsh Office.

3 September 1985

X Eggar X
X Needham X

NOTES FOR EDITORS

Some further appointments will be announced shortly.

The Queen has been pleased to approve that the honour of Knighthood be conferred upon John Stradling Thomas, Esquire, MP.



10 DOWNING STREET

Press Notice

MINISTERIAL APPOINTMENTS

The Queen has been pleased to approve the following appointments:

Minister of State
Department of Education
and Science

Christopher Patten, Esquire, MP

Minister of State
Foreign and Commonwealth Office

Timothy Renton, Esquire, MP

Parliamentary Under-Secretary
of State
Foreign and Commonwealth Office

Timothy Eggar, Esquire, MP ^X
(PS Alistair Harrison)

Parliamentary Under-Secretary
of State
Northern Ireland Office.

Richard Needham, Esquire, MP ^X
(PS Miss Aileen Porter)

4 September 1985

NOTES FOR EDITORS

Some further appointments will be announced shortly.

Mr Eggar and Mr Needham enter the Government for the first time.

Telephone 01-930 4433

you asked me to find out what to do about the Rodcliffe report following the reshuffle.

All new Ministers are sent, via their Private Secretaries and under cover of the stock letter (example at flap), a copy of the Report, a summary of its conclusions and recommendations, and a form of declaration for the Minister to sign.

Once we have all the replies, we forward them to RTA's office.

Only people new to the Government have to sign the declaration. Ministers moving between Dept's. do not have to re-sign.

CST
3/9/85.

MISS LINDSAY WILKINSON

Radcliffe Report on Ministerial Memoirs
Declaration by Ministers

I attach for your records declarations
signed by the following Ministers:-

David Young
Peter Bottomley, MP
Michael Spicer, MP
Tim Renton, MP

David Barclay

24 September 1984

David.

24/9.

All replies have
now been received.

Martin.

GR

Minute to Lindsay w
saying "here they are" pro.

→

24/9



CABINET OFFICE

70 Whitehall, London SW1A 2AS Telephone 01-233 3299

FROM THE RT. HON. DAVID YOUNG, MINISTER WITHOUT PORTFOLIO

David Barclay, Esq.,
Private Secretary,
10 Downing Street,
London, S.W.1.

21st September, 1984

CF/ yes.
Is this the list?

Dear David

DLB
24/9

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS

Thank you for your letter of 18th September on the above.

I am returning the relevant declaration duly signed by my Minister.

Yours ever

Leigh

Leigh Lewis
Private Secretary



Foreign and Commonwealth Office

London SW1A 2AH

18 September 1984

From the Parliamentary Under Secretary of State's
Private Secretary

① Await other replies
② Return Encl to
Cabinet Office

Dear David,

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS

Thank you for your letter of 17 September.
I have drawn the enclosures to Mr Renton's
... attention. I enclose the form of declaration
which Mr Renton has now signed.

Yours sincerely
Alistair Harrison

Alistair Harrison
Private Secretary to
Tim Renton MP

David Barclay Esq
10 Downing Street
LONDON SW1



(Revised)

10 DOWNING STREET

From the Private Secretary

18 September 1984

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Young a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration. I should be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

David Barclay

Leigh Lewis, Esq.,
Office of the Minister without Portfolio,
Cabinet Office.



10 DOWNING STREET

From the Private Secretary

17 September 1984

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Renton a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration. I should be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

David Barclay

Alistair Harrison, Esq.,
Foreign and Commonwealth Office.



DEPARTMENT OF TRANSPORT
2 MARSHAM STREET LONDON SW1P 3EB
01-212 3434

My ref:

Your ref:

*Await other
replies*

David Barclay Esq
Private Secretary
10 Downing Street
LONDON SW1

13 September 1984

Dear David

Thank you for your letter of
11 September about Ministerial memoirs.
/ I enclose the declaration signed by
Mr Spicer.

*Yours ever
Andrew*

ANDREW MELVILLE
Acting Private Secretary

MFJADV



10 DOWNING STREET

From the Private Secretary

11 September 1984

Dear Brian,

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Bottomley a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration. I should be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

Yours sincerely,

David Barclay

David Barclay

Brian McCarthy Esq
Department of Employment

WKS ADV



10 DOWNING STREET

From the Private Secretary

11 September 1984

Dear Andrew,

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Spicer a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration. I should be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

Yours ever,

David

David Barclay

Andrew Melville Esq
Department of Transport.

A large, stylized handwritten flourish or signature mark in the bottom right corner of the page.

Re ve



10 DOWNING STREET

From the Private Secretary

16 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Ray Whitney a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration, for Mr. Whitney to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

Minister your Minister

TIM FLESHER

J.M. Macgregor, Esq.,
Foreign and Commonwealth Office.

*TO THE SECRETARY OF THE CABINET
FROM THE SECRETARY OF STATE
16 JUNE 1983
Ray Whitney
Ball...*



10 DOWNING STREET

From the Private Secretary

16 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 Of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Michael Neubert a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Neubert to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

TIM FLESHER

Murdo Maclean Esq
Chief Whip's Office.



10 DOWNING STREET

From the Private Secretary

16 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Tim Sainsbury a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Sainsbury to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

TIM FLESHER

Murdo Maclean, Esq.,
Chief Whip's Office.



10 DOWNING STREET

From the Private Secretary

15 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of State of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for Lady Trumpington a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for Lady Trumpington to sign. I would be grateful if you could arrange for her to sign the declaration which should then be returned to me.

TIM FLESHER

David Beamish, Esq.,
Government Whips Office,
House of Lords.



file VC

10 DOWNING STREET

From the Private Secretary

14 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. David Trippier a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Trippier to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

TIMOTHY FLESHER

Tom Cassidy, Esq.,
Department of Trade and Industry



pe ve

10 DOWNING STREET

From the Private Secretary

14 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Alan Clark a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Clark to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

TIMOTHY FLESHER

Ms Jenny Eastbrook,
Department of Employment.



fo vk.

10 DOWNING STREET

From the Private Secretary

14 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Michael Ancram a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Ancram to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

TIMOTHY FLESHER

Ms Jane Morgan,
Scottish Office.



file [signature] mfs

10 DOWNING STREET

From the Private Secretary

14 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Robert Dunn a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Dunn to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

TIM FLESHER

Graham Holly, Esq.,
Department of Education and Science.

[Handwritten mark]



Re Mrs

10 DOWNING STREET

From the Private Secretary

14 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Chris Patten a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Patten to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

TIM FLESHER

Ms Rosalind Mulligan
Northern Ireland Office



no Mrs

10 DOWNING STREET

From the Private Secretary

14 June 1983

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1979 (Cmnd 6386). In accordance with paragraph 71 of that report, I enclose for Mr. Ian Gow a copy of the report, together with a summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Gow to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

TIM FLESHER

Henry Cleary, Esq.,
Department of the Environment.

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the report, and I note the need for former Ministers who wish to make public an account bearing on their ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed)

(Date)

REPORT OF THE COMMITTEE OF PRIVY COUNCILLORS ON MINISTERIAL MEMOIRS:

(The Radcliffe Report - Cmnd. 6386 of January 1976)

SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

1. The conventions currently governing the publication by former Ministers of memoirs and other works relating to their experience as Ministers were laid down in a statement made in the House of Commons on 1 August 1946 on behalf of the Prime Minister (Mr Attlee) by the Lord President of the Council (Mr Herbert Morrison). This was based on a memorandum by the Secretary of the Cabinet, Sir Edward Bridges, which Mr Attlee's Cabinet had approved. (Paragraphs 13, 14, 41, 42).
2. The conventions established in 1946 have been maintained under successive Administrations and the Committee do not recommend modification of the principles then advocated. They do however draw out of the conventions certain specific working rules: and make recommendations as to the administrative structure which should condition the clearance of an ex-Minister's intended memoirs. The conventions are to be regarded as concessions made to the author, rather than as restrictions imposed on him. (Paragraphs 19, 38, 43).
3. The author should be free to use his Ministerial experience for the purpose of giving an account of his own work, subject to restrictions on three separate categories of information:
 1. He must not reveal anything that contravenes the requirements of national security operative at the time of his proposed publication.
 2. He must not make disclosures injurious to this country's relations with other nations.
 3. He must refrain from publishing information destructive of the confidential relationships on which our system of government is based.
In particular -
 - a. In dealing with the experience that he has acquired by virtue of his official position, he should not reveal the opinions or attitudes of colleagues as to the Government business with which they have been concerned. That belongs to their stewardship, not to his. He may, on the other hand, describe and account for his own.

b.. He should not reveal the advice given to him by individuals whose duty it has been to tender him their advice or opinions in confidence. If he wishes to mention the burden or weight of such advice, it must be done without attributing individual attitudes to identifiable persons. Again, he will need to exercise a continuing discretion in any references that he makes to communications received by him in confidence from outside members of the public.

c. He should not make public assessments or criticisms, favourable or unfavourable, of those who have served under him or those whose competence or suitability for particular posts he has had to measure as part of his official duties.

He may, however, regard the obligations concerned with confidential relationships (but not those concerned with national security and international relations) as lifted after the expiry of 15 years from the relevant events, though even beyond that point he should not reveal the advice tendered by individuals who are still members of the public services nor make public assessments or criticisms of them.

(Paragraphs 45-57, 83, 85, 86).

4. These restrictions leave him a wide latitude for the writing of an account of his stewardship. (Paragraph 87).

5. The established principles of law do not provide a system which can protect and enforce those rules of reticence that the Committee regard as called for when ex-Ministers compose their memoirs of Ministerial life. (Paragraph 65).

6. Nor does legislation offer the right solution. (Paragraph 69).

7. There can be no guarantee that, if the burden of compliance is left to rest on the free acceptance of an obligation of honour, there will never be an occasional rebel or an occasional breach; but so long as there

remains a general recognition of the practical necessity of some rules and the importance of observing them, the Committee do not think that such transgressions, even though made the subject of sensational publicity, should be taken as having shattered the fabric of a sensible system. (Paragraph 69).

8. A Minister on taking and leaving office should have his attention drawn explicitly to his obligations in relation to memoirs. (Paragraphs 71, 72)

9. A former Minister proposing to publish a work relating to his Ministerial experience should submit the manuscript to the Secretary of the Cabinet. (Paragraphs 73-77).

10. The Secretary of the Cabinet, acting at the request of the Prime Minister and on his behalf, should have duties of two kinds in relation to such a manuscript. (Paragraphs 77, 78).

1. To have it examined in respect of national security and the preservation of international relations and to transmit any objections to the author. The author should have a right of reference to the Prime Minister but should accept the latter's decision as final. (Paragraph 79).

2. To offer views on the treatment of confidential relationships in the manuscript. The author should pay careful attention to this advice but must take upon his own shoulders the responsibility for deciding what he is going to say. If he decides to publish material in spite of advice from the Secretary of the Cabinet, he should let the Secretary know what he proposes to do so that before publication there may be time for the Prime Minister to bring his own direct influence to bear upon the dispute, if he wishes to do so. (Paragraph 80).

11. A former Minister who has kept a diary of his Ministerial experience should give testamentary instructions to ensure that its publication does not flout the current understandings that his own ex-colleagues are likely to be observing. (Paragraph 99).

12. Former members of the public services should be under the same obligation as former Ministers to submit their manuscripts for scrutiny with regard to national security and international relations, and to defer to the judgement of those carrying the immediate responsibilities in these fields. In the matter of confidential relationships, the principles which the Committee enunciate concerning publications by ex-Ministers, the obligations which they suggest should rest upon them, and the periods for which those obligations should be maintained, should all be reflected also in the rules governing the publication of memoirs and other works relating to their official experience by former members of the public services. (Paragraphs 92, 93).

of Thursday, 22nd January 1976

**MINISTERIAL MEMOIRS
(RADCLIFFE REPORT)**

Mr. Arthur Bottomley asked the Prime Minister whether he has yet received the Report of the Radcliffe Committee on Ministerial Memoirs; and whether he will make a statement.

The Prime Minister: The Report of the Committee of Privy Counsellors on Ministerial Memoirs, under the chairmanship of Lord Radcliffe, which was submitted to me at the end of December 1975, is being published today as Cmnd. 6386. I should like to express to Lord Radcliffe and his colleagues my appreciation of the careful and thorough study they have made and of the distinguished report which has emerged from it.

The Report makes comprehensive recommendations as to the rules and procedures which should govern the publication by former Ministers of memoirs relating to their period of office. The recommendations are firmly based on the present conventions as they have developed over the years, which the Committee argue should properly be regarded as concessions made to the author rather than as restrictions imposed upon him.

The Committee recommends that an author should be free to use his ministerial experience for the purpose of giving an account of his own work, subject to restrictions on three categories of information. The first two consist of information relating to national security and to this country's relations with other countries. In these areas, the Committee considers that information must be withheld from publication for however long may be necessary and that authors must be prepared to accept as final the judgment of the current Prime Minister as to what material it would be harmful to publish.

The third category consists of information destructive of the confidential relationships upon which our system of government is based. It includes information about the opinions or attitudes of colleagues regarding any Government business; advice tendered to Ministers in confidence by individual officials; and personnel matters.

The Committee recommends that authors should regard themselves as precluded from publishing information in these categories for a period of 15 years after the relevant events, or, in the case of advice by individual officials or comments upon their capabilities, until the persons concerned have completed their official careers if that is the longer period.

It would of course be open to former Ministers to publish memoirs at any time providing that they did not contain information falling within any of the three categories identified in the Report.

As regards enforcement of the proposed rules, the Committee does not consider that satisfactory machinery is provided by the law as it now stands. It does not recommend the enactment of legislation establishing a series of new offences, and instead recommends that compliance should be allowed to rest on the free acceptance by the individuals concerned of an obligation of honour. It proposes, however, that a Minister, on taking and leaving office, should have his attention drawn explicitly to his obligations in relation to memoirs; and that, as now, a former Minister proposing to publish a work relating to his ministerial experience should submit the manuscript to the Secretary of the Cabinet who, acting on behalf of the Prime Minister, should ascertain whether it conformed to the proposed rules.

The Committee also recommends that the principles it has enunciated concerning publications by ex-Ministers should be reflected in the rules governing the publication of memoirs and similar works by former members of the public services.

The Government, having considered the Report, have decided to accept the Committee's recommendations in full. They trust that they will also command general acceptance and observance. They agree that a voluntary code of conduct is preferable to new legislation on this matter, although, as the Committee noted, the sanctions of the Official Secrets Act or any legislation which may supersede it, and, in an exceptional case, of the civil law, will continue to be available. I shall be arranging for all present Ministers to be informed of the new arrangements and, as recommended in the Report, shall invite them to sign an appropriate declaration.

From: John Major M.P.



HOUSE OF COMMONS
LONDON SW1A 0AA

J H
25/1

Dear Mr. Fleisher,

23rd January, 1983

Thank you very much for your letter concerning the Radcliffe Report on Ministerial Memoirs and the declaration by Ministers.

I have read the documents which you enclosed and returned to the Cabinet Office a signed copy of the declaration to this effect.

Yours Sincerely,
John Major

Timothy Fleisher Esq.,
Private Office,
10 Downing Street.
London, S.W.1.

28 JAN 1983

12 11 2 4 5
10 11 9
10 11 9

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

[Faint, illegible handwriting]



B/P

10 DOWNING STREET

From the Private Secretary

17 January 1983

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for Mr. John Major a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for Mr. Major to sign. I would be grateful if you could arrange for him to sign the declaration, which should then be returned to me.

(TIMOTHY FLESHER)

William Austen, Esq.,
Government Whips, House of Commons.



ew

10 DOWNING STREET

From the Private Secretary

17 January 1983

We spoke last week about the Radcliffe Report on Ministerial Memoirs and the need for the new Ministers appointed on 7 January to sign the customary declaration. For your records I attach the declarations signed by Mr. Ian Stewart and Lord Lucas of Chilworth. I will now be approaching Mr. John Major for a similar declaration.

(TIMOTHY FLESHER)

Miss Lindsay Wilkinson,
Cabinet Office.

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the Report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed) *Ian Stewart*

(Date) *12.1.83*

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the Report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed) *Law*

(Date) ..13.1.1983.....



012

From I R Lee, Private Secretary

MINISTRY OF DEFENCE

MAIN BUILDING WHITEHALL LONDON SW1A 2HB

Telephone 01-218 6666 (Direct Dialling)

01-218 9000 (Switchboard)

For me

PARLIAMENTARY UNDER-SECRETARY OF STATE
FOR DEFENCE PROCUREMENT

USofS(DP) 15/25

13 January 1983

Dear Tim,

RADCLIFFE REPORT :
DECLARATION BY MINISTERS

Thank you for your letter of 10th January. I return Mr Stewart's signed declaration as requested.

Yours sincerely,

Tim Flesher, Esq
Private Secretary
10 Downing Street
Whitehall

Memoirs, Radcliffe Report
Aug 79



MEMORANDUM FOR THE RECORD
DATE: 10/10/79

TO: [illegible] FROM: [illegible]

SUBJECT: [illegible]

[illegible text]



10 DOWNING STREET

From the Private Secretary

10 January 1983

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

Ian Lee, Esq.,
Office of the PUSS for Defence Procurement,
Ministry of Defence

file Memoirs BT



10 DOWNING STREET

From the Private Secretary

10 January 1983

Dear Michael,

RADCLIFFE REPORT ON MINISTERIAL MEMOIRS:
DECLARATION BY MINISTERS

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

*Yours ever,
Tom Fester.*

Michael Pownall, Esq.,
Government Whips' Office,
House of Lords

File

059

MR. WRIGHT
CABINET OFFICE

You will wish to know for your records that the eight new Ministers who have taken up posts this month have now signed Radcliffe Declarations. They are:

Mrs. Fenner
Mr. Shelton
Mr. Waldegrave
Mr. Mellor
Mr. Scott
Mr. Stewart
Mr. Sproat
Mr. Bruce-Gardyne

M. A. PATTISON

1 October 1981

PK



Memoirs

20

10 DOWNING STREET

From the Principal Private Secretary

17 September, 1981.

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

B. A. WHITMORE

Mrs. C.H. Jutsum,
HM Treasury.



10 DOWNING STREET

From the Principal Private Secretary

17 September, 1981.

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

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G. A. WHITMORE

Miss A.V. Willcocks,
Department of Trade.



10 DOWNING STREET

From the Principal Private Secretary

17 September, 1981.

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Declaration by Ministers

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R. A. WHITMORE

B. Naylor, Esq.,
Scottish Office.



10 DOWNING STREET

From the Principal Private Secretary

17 September, 1981.

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Declaration by Ministers

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C. A. WHITMORE

S.M. Pope, Esq.,
Northern Ireland Office.



10 DOWNING STREET

From the Principal Private Secretary

17 September, 1981.

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

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R. A. WHITMORE

J.P. Clayton, Esq.,
Department of Energy.



10 DOWNING STREET

From the Principal Private Secretary

17 September, 1981.

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

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G. A. WHITMORE

Mrs. M.E. Bowden,
Department of Education and Science.



10 DOWNING STREET

From the Principal Private Secretary

17 September, 1981.

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

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G. A. WHITMORE

Mrs. June Nisbet,
Department of Education and Science.



10 DOWNING STREET

From the Principal Private Secretary

17 September, 1981.

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

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H. A. WHITMORE

A.J. Lebrecht, Esq.,
Ministry of Agriculture, Fisheries and Food.

MR. WHITMOREMemoirs and Radcliffe

I attach the file. Mike Pattison wrote to the newcomers in January, and I have flagged the letter which then went to Private Secretaries. I have also flagged the declaration which will have to go to new Ministers for their signature. Copies of the Radcliffe report, etc., which also goes to them are in C.F.

There are eight new Ministers:-

Ministry of Agriculture

✓ Mrs. Peggy Fenner

A.J. LEBRECHT

Education and Science

Mr. William Shelton and the Hon. William Waldegrave

MRS. JUNE MISBET

MRS. M.B. ROWDEN

Department of Energy

✓ Mr. David Mellor

J.P. CLAYTON

Northern Ireland Office

✓ Mr. Nicholas Scott

S.M. POPE

Scottish Office

✓ Mr. Allan Stewart

B. NAYLOR

Department of Trade

✓ Mr. Iain Sproat

MISS A. U. WILCOCK

Treasury

✓ Mr. Jock Bruce-Gardyne.

MRS. CH. TUTSUM

g.

17 Sept. 1981



10 DOWNING STREET

*file in
Memoirs*

From the Private Secretary

MR. WRIGHT,
CABINET OFFICE.

This is to confirm that
Messrs. Baker and Patten have now
signed declarations on Ministerial
memoirs.

M. A. PATTISON

15 January 1981

SP



file

SIC
Memoir

10 DOWNING STREET

From the Private Secretary

6 January 1981

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

MAP

Brian White, Esq.,
Northern Ireland Office



file

10 DOWNING STREET

From the Private Secretary

6 January 1981

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

Paragraph 119 of Questions of Procedure for Ministers sets out guidance for former Ministers who may be contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part. They are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report, I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you could arrange for your Minister to sign the declaration, which should then be returned to me.

MAP

Jonathan Hudson, Esq.,
Department of Industry

Memoranda



10 DOWNING STREET

Mike

Thank you *MA*

You may wish to know that we have now received declarations about ministerial memoirs from all those involved.

Teresa.

17-12-79

IN CONFIDENCE



*File Top
Memoirs*

10 DOWNING STREET

From the Private Secretary

*MAP has spoke to
M. Vile.*

MR. VILE
CABINET OFFICE

Radcliffe Report on Ministerial Memoirs

I enclose a copy of a letter which David Omand has sent me.

I understand that Mr. Pym is extremely reluctant to sign the declaration recently circulated as he feels that he has already given his word which should be sufficient.

Provided Mr. Pym's conscientious objections are not catching, do you think we can accept his refusal to sign the declaration?

M. A. PATTISON

24 August 1979



MINISTRY OF DEFENCE

MAIN BUILDING WHITEHALL LONDON SW1A 2HB

Telephone 01-218 2111 (Direct Dialling)

01-218 9000 (Switchboard)

MO 23/2

20th August 1979

Dear Mike,

Radcliffe Report on Ministerial
Memoirs: Declaration by Ministers

Thank you for your Private Secretary letter of 13th August about Ministerial memoirs. I have shown this to the Defence Secretary who has taken note of it. Mr Pym of course attended Cabinet on 10th May when collective responsibility was discussed. The point about memoirs was made then by the Prime Minister and subsequently incorporated in Questions of Procedure for Ministers. Mr Pym has asked me to say that he will of course comply with these arrangements.

Yours ever,
David
(D B OMAND)

Mike Pattison Esq
10 Downing Street

21 AUG 1979



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LONDON



10 DOWNING STREET

From the Private Secretary

13 August 1979

Dear Private Secretary

Radcliffe Report on Ministerial Memoirs: Declaration
by Ministers

As stated in paragraph 119 of Questions of Procedure for Ministers, former Ministers contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part, are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose the customary form of declaration for your Minister to sign. I would be grateful if you would arrange for your Minister to sign the declaration, which should then be returned to me.

This letter goes to the Private Secretaries of all Ministers.

Yours ever

Mike Pattison

The Private Secretary

Memoir *his*
See M. Vile
the Master Set

to

My attention has been drawn to the Report of the Committee of Privy Counsellors on Ministerial Memoirs (Cmnd. 6386 of January 1976), of which I have been provided with a copy.

I understand that the publication by former Ministers of memoirs and the furnishing in other ways of an account of their Ministerial experiences are governed by the principles set out in the Report, and I note the need for former Ministers who wish to make public an account bearing on their Ministerial life to let the Secretary of the Cabinet see in advance the full text of what they propose to say.

(Signed)

(Date)



1.
G.R.

Type letter
for me to

10 DOWNING STREET

sign, M

PRIME MINISTER

Paragraph 71 of the Radcliffe Report proposed that every Minister, on taking office, should have his attention drawn explicitly to the obligations with regard to the future that he is assuming by virtue of that office (flag A).

When Mr. Callaghan assumed office, No. 10 arranged for all members of his administration to sign a declaration to this effect, which was then retained on file in No. 10.

The Cabinet Office now propose that we should repeat this exercise - see minute below.

You should be aware of this before I send out the necessary circular: you have separately lectured your Cabinet on the subject of Ministerial memoirs, but can I assume that you are content for a signed declaration to be required from each Minister in accordance with the Radcliffe recommendations?

MAD

Yes please

10 August 1979

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Ref: A0132



MR. PATTISON

Radcliffe Report on Ministerial Memoirs

You confirmed this morning that there had been no exercise under this Administration to acquaint Ministers with the Radcliffe Report and to obtain signed declarations from them. I had thought that this had been set in hand, and am sorry not to have raised it earlier. It is however an exercise which must be effected, and I therefore attach a draft Private Secretary letter which you might send together with a draft declaration. I am providing you separately with the requisite numbers of the Report and the Summary.

MJV.

(M. J. Vile)

10th August, 1979



DRAFT LETTER FROM MR. PATTISON TO PRIVATE
SECRETARIES TO ALL MINISTERS

Radcliffe Report on Ministerial Memoirs:
Declaration by Ministers

As stated in paragraph 119 of Questions of Procedure for Ministers, former Ministers contemplating the publication of material based upon their recollection of the conduct of Government business in which they took part, are required to submit their manuscript to the Secretary of the Cabinet and to conform to the principles set out in the Radcliffe Report of 1976 (Cmnd 6386). In accordance with Paragraph 71 of that Report I enclose for your Minister a copy of the Report, together with a Summary of its conclusions and recommendations. I also enclose ^{45 copies many} a form of declaration for your Minister to sign. I would be grateful if you would arrange for your Minister to sign the declaration, which should then be returned to me.

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(Signed).....

(Date)

REPORT OF THE COMMITTEE OF PRIVY COUNCILLORS ON MINISTERIAL MEMOIRS:

(The Radcliffe Report - Cmd. 6386 of January 1976)

SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

1. The conventions currently governing the publication by former Ministers of memoirs and other works relating to their experience as Ministers were laid down in a statement made in the House of Commons on 1 August 1946 on behalf of the Prime Minister (Mr Attlee) by the Lord President of the Council (Mr Herbert Morrison). This was based on a memorandum by the Secretary of the Cabinet, Sir Edward Bridges, which Mr Attlee's Cabinet had approved. (Paragraphs 13, 14, 41, 42).
2. The conventions established in 1946 have been maintained under successive Administrations and the Committee do not recommend modification of the principles then advocated. They do however draw out of the conventions certain specific working rules: and make recommendations as to the administrative structure which should condition the clearance of an ex-Minister's intended memoirs. The conventions are to be regarded as concessions made to the author, rather than as restrictions imposed on him. (Paragraphs 19, 38, 43).
3. The author should be free to use his Ministerial experience for the purpose of giving an account of his own work, subject to restrictions on three separate categories of information:
 1. He must not reveal anything that contravenes the requirements of national security operative at the time of his proposed publication.
 2. He must not make disclosures injurious to this country's relations with other nations.
 3. He must refrain from publishing information destructive of the confidential relationships on which our system of government is based. In particular -
 - a. In dealing with the experience that he has acquired by virtue of his official position, he should not reveal the opinions or attitudes of colleagues as to the Government business with which they have been concerned. That belongs to their stewardship, not to his. He may, on the other hand, describe and account for his own.

b. He should not reveal the advice given to him by individuals whose duty it has been to tender him their advice or opinions in confidence. If he wishes to mention the burden or weight of such advice, it must be done without attributing individual attitudes to identifiable persons. Again, he will need to exercise a continuing discretion in any references that he makes to communications received by him in confidence from outside members of the public.

c. He should not make public assessments or criticisms, favourable or unfavourable, of those who have served under him or those whose competence or suitability for particular posts he has had to measure as part of his official duties.

He may, however, regard the obligations concerned with confidential relationships (but not those concerned with national security and international relations) as lifted after the expiry of 15 years from the relevant events, though even beyond that point he should not reveal the advice tendered by individuals who are still members of the public services nor make public assessments or criticisms of them.

(Paragraphs 45-57, 83, 85, 86).

4. These restrictions leave him a wide latitude for the writing of an account of his stewardship. (Paragraph 87).

5. The established principles of law do not provide a system which can protect and enforce those rules of reticence that the Committee regard as called for when ex-Ministers compose their memoirs of Ministerial life. (Paragraph 65).

6. Nor does legislation offer the right solution. (Paragraph 69).

7. There can be no guarantee that, if the burden of compliance is left to rest on the free acceptance of an obligation of honour, there will never be an occasional rebel or an occasional breach; but so long as there

remains a general recognition of the practical necessity of some rules and the importance of observing them, the Committee do not think that such transgressions, even though made the subject of sensational publicity, should be taken as having shattered the fabric of a sensible system. (Paragraph 69).

8. A Minister on taking and leaving office should have his attention drawn explicitly to his obligations in relation to memoirs. (Paragraphs 71, 72).

9. A former Minister proposing to publish a work relating to his Ministerial experience should submit the manuscript to the Secretary of the Cabinet. (Paragraphs 73-77).

10. The Secretary of the Cabinet, acting at the request of the Prime Minister and on his behalf, should have duties of two kinds in relation to such a manuscript. (Paragraphs 77, 78).

1. To have it examined in respect of national security and the preservation of international relations and to transmit any objections to the author. The author should have a right of reference to the Prime Minister but should accept the latter's decision as final. (Paragraph 79).

2. To offer views on the treatment of confidential relationships in the manuscript. The author should pay careful attention to this advice but must take upon his own shoulders the responsibility for deciding what he is going to say. If he decides to publish material in spite of advice from the Secretary of the Cabinet, he should let the Secretary know what he proposes to do so that before publication there may be time for the Prime Minister to bring his own direct influence to bear upon the dispute, if he wishes to do so. (Paragraph 80).

11. A former Minister who has kept a diary of his Ministerial experience should give testamentary instructions to ensure that its publication does not flout the current understandings that his own ex-colleagues are likely to be observing. (Paragraph 99).

12. Former members of the public services should be under the same obligation as former Ministers to submit their manuscripts for scrutiny with regard to national security and international relations, and to defer to the judgement of those carrying the immediate responsibilities in these fields. In the matter of confidential relationships, the principles which the Committee enunciate concerning publications by ex-Ministers, the obligations which they suggest should rest upon them, and the periods for which those obligations should be maintained, should all be reflected also in the rules governing the publication of memoirs and other works relating to their official experience by former members of the public services. (Paragraphs 92, 93).

of Thursday, 22nd January 1976

**MINISTERIAL MEMOIRS
(RADCLIFFE REPORT)**

Mr. Arthur Bottomley asked the Prime Minister whether he has yet received the Report of the Radcliffe Committee on Ministerial Memoirs; and whether he will make a statement.

The Prime Minister: The Report of the Committee of Privy Counsellors on Ministerial Memoirs, under the chairmanship of Lord Radcliffe, which was submitted to me at the end of December 1975, is being published today as Cmnd. 6386. I should like to express to Lord Radcliffe and his colleagues my appreciation of the careful and thorough study they have made and of the distinguished report which has emerged from it.

The Report makes comprehensive recommendations as to the rules and procedures which should govern the publication by former Ministers of memoirs relating to their period of office. The recommendations are firmly based on the present conventions as they have developed over the years, which the Committee argue should properly be regarded as concessions made to the author rather than as restrictions imposed upon him.

The Committee recommends that an author should be free to use his ministerial experience for the purpose of giving an account of his own work, subject to restrictions on three categories of information. The first two consist of information relating to national security and to this country's relations with other countries. In these areas, the Committee considers that information must be withheld from publication for however long may be necessary and that authors must be prepared to accept as final the judgment of the current Prime Minister as to what material it would be harmful to publish.

The third category consists of information destructive of the confidential relationships upon which our system of government is based. It includes information about the opinions or attitudes of colleagues regarding any Government business; advice tendered to Ministers in confidence by individual officials; and personnel matters.

The Committee recommends that authors should regard themselves as precluded from publishing information in these categories for a period of 15 years after the relevant events, or, in the case of advice by individual officials or comments upon their capabilities, until the persons concerned have completed their official careers if that is the longer period.

It would of course be open to former Ministers to publish memoirs at any time providing that they did not contain information falling within any of the three categories identified in the Report.

As regards enforcement of the proposed rules, the Committee does not consider that satisfactory machinery is provided by the law as it now stands. It does not recommend the enactment of legislation establishing a series of new offences, and instead recommends that compliance should be allowed to rest on the free acceptance by the individuals concerned of an obligation of honour. It proposes, however, that a Minister, on taking and leaving office, should have his attention drawn explicitly to his obligations in relation to memoirs; and that, as now, a former Minister proposing to publish a work relating to his ministerial experience should submit the manuscript to the Secretary of the Cabinet who, acting on behalf of the Prime Minister, should ascertain whether it conformed to the proposed rules.

The Committee also recommends that the principles it has enunciated concerning publications by ex-Ministers should be reflected in the rules governing the publication of memoirs and similar works by former members of the public services.

The Government, having considered the Report, have decided to accept the Committee's recommendations in full. They trust that they will also command general acceptance and observance. They agree that a voluntary code of conduct is preferable to new legislation on this matter, although, as the Committee noted, the sanctions of the Official Secrets Act or any legislation which may supersede it, and, in an exceptional case, of the civil law, will continue to be available. I shall be arranging for all present Ministers to be informed of the new arrangements and, as recommended in the Report, shall invite them to sign an appropriate declaration



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