

NOTE FOR THE RECORD

cc ^{cc PM June '79} Private Secretaries
Press Secretary
Political Secretary
Mr. Wolfson
Mr. Whitmore
Mr. Gow

Prime Minister's Speeches

The Prime Minister considered her programme of future speeches this morning. Two general points were made at the outset:

(a) Her diary should not be overloaded with major speeches: one a month would be probably as much as could be accommodated bearing in mind that major points that she wished to get across on particular issues could probably be got across twice a week in the House of Commons.

(b) It was essential that when Ministers submitted material for her consideration for speeches (and for replies to letters from Members of Parliament, as well as for briefing for important occasions including Parliamentary Questions) the Cabinet Minister concerned should personally take responsibility for the content, tone and style of what was submitted.

Subject to these two considerations, the following conclusions were reached about forthcoming speeches.

President Moi of Kenya (Wednesday 13 June) - this should be a speech of about seven minutes covering appropriate issues for a visiting Head of an African State. Mr. Cartledge to be responsible. Briefing to be commissioned from the FCO.

National Executive Committee (Wednesday 13 June) - this would be wholly political: Mr. Wolfson would be responsible for preparing it.

President Turbay of Colombia (Tuesday 3 July) - the Prime Minister doubted whether there was enough substance in our relations with Colombia to warrant an on-the-record speech with a press handout, but she would be grateful if Mr. Cartledge would get the Foreign Secretary's views on this, and on the content of a speech in whatever proved to be the appropriate mode.

/ CPC Summer School

CPC Summer School, Cambridge (Friday 6 July) - this would be an important lecture lasting the better part of an hour and would need careful preparation at least three weeks in advance. It would be the Prime Minister's first major political speech after the budget and would need to combine Conservative philosophy on central issues with an exposition of the central strategy as initiated in the budget. Mr. Wolfson would take charge of the preparation of the speech, convening a meeting with Hugh Thomas, John Nott and John Biffen. Mr. Lankester should however commission from the Treasury briefing on the economic and budgetary strategy to be woven into the speech.

Lunch for the 1922 Committee (Wednesday 18 July) - this would be largely personal but the Prime Minister would need to talk about the political and Parliamentary situation and Mr. Sanders, who should take responsibility for this speech, should prepare briefing for her on the Parliamentary prospectus, with particular reference to the future legislation and industrial relations.

Birmingham Press Club Awards (Friday 20 July) - the Prime Minister would like to make "the new technology" a central theme in this speech alongside the philosophical issue of freedom and responsibility of the press. These two themes would bring in e.g. the Times, NGA and SLADE and would also embrace discussion of the impact of semi-conductors and micro-processors on industry, with particular reference to the interests of the trade unions. Briefing should be commissioned from the Department of Trade and of Employment. Mr. Lankester should take charge.

The Prime Minister went on to say that she would like to include in her programme of industrial visits (on/which we ^{the preparation of} must make rapid progress) visits to areas of new technology where the UK is leading the world and/or establishing a viable business internationally as shown by our exports: avionics is an example. And she would like to focus on small firms in these fields.

We also touched on whether the Prime Minister would be looking for a further major speech in Parliament before the Recess and she concluded that she would not. Having regard to the lateness of the Finance Bill and her desire that Parliament should rise on Wednesday 25 July there would be neither time nor occasion for her to make a major economic speech and she would like business arranged accordingly. Mr. Sanders to inform the Chief Whip please.

KRS.

Original filed
Prime Minister June 79



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10 DOWNING STREET

From the Principal Private Secretary

8 June 1979

Dear John,

The Prime Minister calls for advice from her colleagues from time to time on the content of speeches that she has to undertake, and she also seeks their help in dealing with replies to Members of Parliament as well as in briefing for important occasions and Parliamentary Questions. The Prime Minister has asked me to say that she would always wish the advice on any of these matters which is sent to her office to have been seen, and personally approved by the Cabinet Minister concerned. If particular circumstances, e.g. a visit abroad, makes this impracticable, the senior Minister in the Department should deputise for him.

I am copying this letter to the Private Secretaries to all members of the Cabinet, including the Minister of Transport, the Chief Whip and to Sir John Hunt.

Yours ever,

Ken Stowe.

TO ALL PRIVATE SECRETARIES

cc Mr. Wolfson
Mr. Ryder
Mr. Gow
Mr. James

Original Copied: PM
Prime Minister May 79
PM's weekly diary

The Prime Minister reviewed our working arrangements with Mr. Wolfson and me on Wednesday and decided that some changes should be made forthwith, as follows:

- i. Engagements - The Prime Minister will have a (probably) weekly diary meeting at which she will decide on future engagements. As invitations come in, Caroline Stephens will pass them to the appropriate Private Secretary to get advice from the relevant Cabinet Minister and/or from the Political Office. Mr. Wolfson, Richard Ryder, Caroline Stephens, Ian Gow and I will assemble outstanding invitations and consider them together before we have our discussion with the Prime Minister.

When an engagement is accepted, the normal rule will be that a Private Secretary will accompany the Prime Minister, either the Duty Private Secretary or the Private Secretary with the subject responsibility. There will be certain wholly political engagements where this may not be necessary, but these will be the exception. The Prime Minister will say in respect of each visit, when it is arranged, whom she wishes to accompany her in addition to the Private Secretary.

- ii. Speeches - If the Prime Minister is to make a speech, this should be shown in the diary. Alongside it should be shown the name of the appropriate Private Secretary, either Duty Private Secretary or subject Private Secretary, who will have the responsibility for ensuring that from whatever source is appropriate, the Prime Minister has a draft speech for her box one week before the event. As soon as a

/"speech"

"speech" engagement is accepted, it will be the responsibility of that Private Secretary to consult Mr. Wolfson and/or Mr. Ryder to establish - consulting the Prime Minister as necessary - the kind of speech that is required, the briefing that needs to be commissioned from Departments and who is to take responsibility for drafting the speech itself, either ab initio or using material commissioned from Departments. Thus, the diary entry for a particular occasion might be:

Visit to Computer-Aided Design Laboratory
(Speech: Mr. Lankester)

- iii. Daily appraisal of the Press - Starting on Monday 4 June, when the Prime Minister will have moved into the flat in No. 10, the Prime Minister proposes to have a meeting at 0900 each day ^(or later as necessary) for ten minutes to consider matters of interest and concern arising from Press, Radio and Television reporting. Those present will be the Paymaster General and Derek Howe, Henry James, and the Duty Private Secretary who should, for this meeting be the Private Secretary on duty the previous evening, i.e. it will be the Private Secretary who will have been aware of any untoward events during the previous evening and night. On Tuesdays and Thursdays Mr. Sanders will also attend. The output from this meeting will be either a line of briefing which the Paymaster General or the Press Secretary may take in dealing with the media and/or specific requests for briefing/action which it will be the task of the Duty Private Secretary to follow up. When appropriate, the Private Secretary should record briefly for the information of those not present, and in particular the other Private Secretaries who will be concerned, Mr. Ryder and Mr. Gow, what has been decided or commissioned.

K.R.S.