



*Pl. put on file  
about Ministers &  
membership of Lloyds.*

Ref. A084/1170

MR BUTLER

*FERB  
17.9.*

Appointment of Lord Lyell

I should just draw your attention to the fact that Lord Lyell who has been appointed Parliamentary Under Secretary in the Northern Ireland Office is a member of Lloyds.

2. I have sent Lord Lyell's Private Secretary the usual letter concerning arrangements on Ministerial changes which includes a paragraph drawing attention to the provisions of Questions of Procedure for Ministers relating to membership of Lloyds. A copy of my letter is attached.

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R P HATFIELD

13 April 1984



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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. A084/1171

13 April 1984

*Dear Richard,*

Ministerial Changes

Following Lord Lyell's appointment as Parliamentary Under Secretary of State, Northern Ireland Office, 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 Lord Lyell has taken over the Cabinet and Cabinet Committee documents needed for current administration;

(b) confirm that Lord Mansfield 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 whom sign a destruction certificate.

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

S L Rickard Esq

/potential

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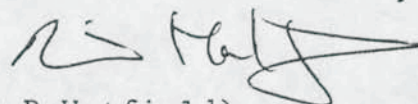
potential conflicts (whether real or apparent) between his private interests and new Ministerial responsibilities (Section IX). I would draw your attention particularly to the paragraphs in this section relating to membership of Lloyd's (paragraphs 74 to 77).

Ministerial Memoirs

Ministers leaving the Government should also be reminded of the recommendation of the Radcliffe Report on Ministerial --- Memoirs. For this purpose, I enclose a copy of the Report for you to pass to Lord Mansfield.

I am sending a copy of this letter to Robin Butler at No 10, for information.

*Yours*



(R P Hatfield)  
Private Secretary



13 APR 1984