

TO ALL SPECIAL ADVISERS

I am grateful for your views on how best to organise our meetings.

There is general agreement that there should be regular meetings. Some people want primarily the opportunity to meet colleagues from time to time so they have a chance to discuss topical matters. Others would prefer a more structured meeting with an advance agenda.

On timings, it is of course almost impossible to agree a time which suits everyone but many people think the early Friday morning meeting is not the best time. There is also the problem of there being no meeting room at No. 10.

I therefore propose:-

1. that there should be no more meetings at No. 10 on Friday mornings.
2. that instead, we should meet about once a month in the evening (approx 6 to 7 pm) in the Conservative Research Department Conference Room at Central Office, where I hope wine can be provided.
3. that people should let me know, well in advance of any meeting, specific subjects they want to raise so that an agenda can be drawn up and circulated as necessary.
4. that an arranged meeting should still be held when there is no agenda.

Meetings so arranged will both allow people to meet and chat informally and then, if there is an agenda, to have a discussion round the table.

The first meeting at Central Office will be on Thursday, 17th May from 6 until 7.00 pm (approx). The subject taken will be the papers on the Opposition Parties submitted by John Whittingdale who will also be present. Can you please write to Amanda Colvin here to let her know whether or not you can come.

I enclose copies of the papers on the Labour Party and on the Liberals and SDP.

Can people also put into their diaries the next meeting of Special Advisers with the Prime Minister which will be at No. 10 on Monday, 23rd July at 6.30 pm. This is a three-line whip.


STEPHEN SHERBOURNE

4.5.84