



CABINET OFFICE

*From the Chancellor of the
Duchy of Lancaster*
Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE
Great George Street
London SW1P 3AL
Telephone 01-233 8610

David Barclay Esq
Private Secretary
10 Downing Street

Please circulate

18 October 1984

*Dmb
25/10*

Dear David,

Further to Mary Brown's letter of 8 August to Hugh Taylor regarding correspondence copied to Lord Gowrie, I thought it might be helpful to fellow Private Secretaries if I were to clarify Lord Gowrie's responsibilities in the wake of the recent reshuffle.

Lord Gowrie's formal title is Chancellor of the Duchy of Lancaster and Minister for the Arts. He has two main departmental responsibilities. Firstly, he assists the Prime Minister in her capacity as Minister for the Civil Service, by discharging day-to-day responsibility for the functions of the Management and Personnel Office. Secondly, Lord Gowrie is Minister for the Arts, in charge of the Office of Arts and Libraries.

In addition Lord Gowrie is chief Government spokesman on economic affairs in the House of Lords and a member of the Cabinet. He is also a member of, or on the circulation list for, ES, E(A), E(LF), E(CP), E(DL), E(LA), E(NI), E(PSP), H, L, OD, QL, MISC 95, MISC 104 and MISC 106.

Our address for all correspondence is as shown on the above letter-heading. The Private Office staff are:

| | <u>Phone Nos</u> | |
|---|------------------|---------------|
| Paul Thomas - Principal Private Secretary - | 233 8610 | } FED 3030 |
| Miss Sonia Phippard - Assistant Private Secretary - | 233 8865 | |
| John Dowling - Assistant Private Secretary - (Diary) | 233 8923 | |

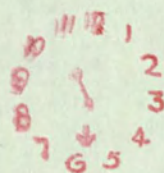
The Support Unit is in Room 61A/2, telephone numbers 233 8960
233 8980

I am copying this letter to all Private Secretary colleagues.

*Yours sincerely
Paul Thomas*

PAUL THOMAS
Private Secretary

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