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Sir Richard Mottram GCB  
Security & Intelligence Co-ordinator  
Cabinet Office

11 May 2007

*Dear Richard,*

## LABOUR PARTY LEADERSHIP/DEPUTY LEADERSHIP ELECTIONS

Following yesterday's announcements by the Prime Minister and the Deputy Prime Minister that they are intending to stand down as Leader and Deputy Leader of the Labour Party, I am writing to remind you of the ground rules that I set out in my note of 8 December 2006 for civil servants, including special advisers, on their conduct during the Leadership/Deputy Leadership election campaign. This note also provides guidance to Ministers in relation to the requirements of the *Ministerial Code*.

Please ensure that this guidance is drawn to the attention of staff as relevant within your department, including special advisers. You should also bring it to the attention of your Ministers.

### Ministers

- During the Leadership/Deputy Leadership election campaign Ministers remain in charge of their Departments. Government business continues as normal.
- All costs associated with the Leadership/Deputy Leadership campaign – travel, accommodation, printing and so on should be met by the individuals or the Party not the taxpayer.
- Under the terms of the *Ministerial Code*, Ministers must not use Government resources for party political purposes. They must uphold the political impartiality of the Civil Service and not ask civil servants to act in any way which would conflict with the *Civil Service Code*.

### Special advisers

- Under the terms of the Special Advisers' Code of Conduct, special advisers are able, with the approval of their Minister, to assist with the Leadership/Deputy Leadership campaign. But they must do so in their own time. This could be while



on annual leave, or unpaid leave or at times which do not interfere with their normal duties, for example, out of normal working hours.


- If a special adviser plans to support an individual in a relatively full-time capacity and/or campaign on behalf of a candidate in a high profile way during the campaign, they should take unpaid leave.

### Permanent civil servants

- Under the terms of the *Civil Service Code*, civil servants should not undertake any activity which could call into question their political impartiality or give rise to the criticism that public resources are being used for Party political purposes. Particular care needs to be taken with regard to official announcements and communications activities during the election campaign period (where Civil Service support should not be given for events that are Party political/campaigning in nature) in order to avoid criticism.
- Other than civil servants in the "politically free" category (staff in industrial and non-office grades), we would not expect civil servants to have any public involvement (such as canvassing and campaigning) in the Leadership/Deputy Leadership campaign. The rules on involvement in political activities are set out in section 4.4 of the *Civil Service Management Code* <http://www.civilservice.gov.uk/management/code/index.asp>,

Further advice and guidance may be obtained from the Propriety and Ethics Team in the Cabinet Office, telephone: 0207 276 2471/2472.

I am copying this letter to Wednesday Morning Meeting colleagues, and to Oliver Robbins (PPS/Prime Minister) and Philip Cox (PPS/DPM).

Yours ever,  


Gus O'Donnell

