

## BRIEFING PRIME MINISTER'S OFFICE (No.10)

### GENERAL

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**8.1** The Treasury Officer of Accounts (TOA) team keeps No 10 informed of all NAO reports, PAC business, and Treasury Minutes. The TOA team also provides a short briefing on every NAO value for money report setting out the focus of the report and its main findings. It is therefore not necessary for departments to brief No.10 on every NAO VfM report unless the subject of a report is in the news and the findings and recommendations are likely to be of interest to the media or could be critical of Government.

**8.2** As soon as possible after a Confidential Final Revise (CFR) of a PAC Report is received, a short note (not more than two or three pages) should be prepared on the main points, especially difficult points, with brief lines to take where necessary (bearing in mind the guidance on immediate comments on Reports at paragraphs 98-101 of the **Osmotherly Rules**). This should be sent to the Parliamentary Clerk at No.10 to arrive before publication of the Report concerned. In the event of a department receiving the Report only on the day of publication, a short note should still be put urgently in hand to reach No.10 on the same day. Copies of the briefing should go in parallel to other departments with an interest in the Report. This requirement stands for Reports published during the recess as well as when Parliament is sitting.

**8.3** No.10 also require briefing on every Treasury Minute for Prime Minister's Questions in the House. Departments should send this briefing direct to No.10, copied to the Treasury (TOA Team), by noon on the Tuesday before it is laid. Please remember Treasury Minutes are usually laid on a Wednesday and published the following day. The Treasury will provide the relevant departments with embargoed copies on Wednesday morning.

**8.4** The standard guidance on briefing No.10 should be followed, the Parliamentary Clerk there usually writes out to departments setting out the requirements. It is important that the briefing is provided in good time. The key requirement with any briefing is that it should be focused, precise, contains key facts and line to take.

**8.5** The Prime Minister's questions are on Wednesdays around mid-day whilst the House is in session. Departments should ensure that any briefing is received by No.10 in time to meet the Monday and Tuesday deadlines of 16:00hrs and 12:00hrs respectively. The PM's Office may agree an extension where there is a good reason but it is vital that it is kept to a minimum.

**8.6** Departments must clear briefing for PM's Office with their Permanent Secretary and relevant Ministers.