



Submission

- To:** Addressee(s) **Date:** Date sent
- cc:**
- Up to 10 names here
 - Further ccs at end of document
 - First and last names
 - Relevant Private Secretaries
 - Special advisers via the special advisers submissions inbox
 - To the Permanent Secretary via the relevant Private Secretary
- From:** Your name
Your title
Your unit/division
Your location
- Tel:** Your telephone number
- Subject:** Should clearly identify the subject of the submission. If it relates to legislation it should include the order, section, Act and year.
-

NB: Submissions to the Justice Secretary need to be in Arial, 12 point and 1.5 spaced.

Issue

1. Set out briefly but informatively the issue you are asking the Minister or Permanent Secretary to consider.

Recommendation

2. Clearly and succinctly state what the Minister or Permanent Secretary is being asked to do or agree.
3. If there is more than one recommendation, list them separately as bullet points, with cross-references to the relevant paragraphs in the main argument (e.g. That you:
 - 'Decide A' [see para 6-7] and;

- 'Write to B' [draft attached at annex A]).
4. Make sure all decisions/actions that are required are referred to here, and not buried in the main argument.
 5. If there is no action, make clear that the submission is for information only.

Timing

6. States the preferred deadline for a response, using a specific date wherever possible.
7. Only three terms should be used to indicate the submission's time-scales:
 - Routine
 - Urgent
 - Immediate
8. If you are sending an "urgent" or "immediate" submission, please explain why, and add a reason for these timescales (e.g. **Urgent** – DA clearance requested by Friday, 11 May 2007). You should also call the relevant Private Secretary to discuss the timing of the submission.
9. Submissions that are requested by specific deadlines should not necessarily be categorised as "urgent" because they are submitted on, or the day before, the deadline.
10. Allow at least one week for a Minister or the Permanent Secretary to consider a submission – more if it is a complex or controversial matter, or is to be routed through a relevant Minister or the Permanent Secretary. You should never plan on securing clearance overnight or within a few days, unless external factors (e.g. Parliament) make this absolutely necessary and you have discussed this in advance with Private Office.

11. It is good practice for all writers of submissions to make contact with Private Office in advance to inform them of an imminent submission, and be prepared to discuss its substance and any timing considerations.

Argument

12. This is the key part of your submission. You should clearly and succinctly set out your analysis of the issues raised in your submission, setting out the options available along with relative merits and demerits. Limit the use of acronyms – always write out the name of the organisation or policy the first time you use it.

13. The reasons behind your recommendation should be set out clearly and you should indicate if the choice between various options is finely balanced. Where you mention that there is 'evidence' for an argument you must include that evidence as an annex to the submission.

14. Submissions should stand alone – do not cross-refer to other submissions without summarising the relevant content therein.

15. It is important to keep submission as brief as possible and that you set out the key issues upfront.

Background

16. This section should contain the relevant facts that have informed your advice, together with any information that is relevant but not key to the issue. This should be factual information with the analysis of this material being discussed in "Argument".

17. This is also your opportunity to raise other considerations such as the need for/ outcomes of particular "impact assessments" relating to your policy.

18. You should also be aware that full rights of access, under freedom of information legislation, came into force in January 2005. It is possible that some or all of your submission will be disclosed publicly in the future. It is therefore recommended that publicly disclosable information, obviously not covered by the exemptions in the FOI Act, should be covered in the “background” section of your submission.

Parliamentary Handling

19. You should clearly set out likely Parliamentary interest in or reaction to the recommendation in the submission. This section should outline interest from Parliamentarians, indicating whether this is from individuals, Committees, PQs, EDMs, interventions in debates or correspondence. As well as setting out the likely reaction you should consider the handling and make suggestions. You should make any recommendation about informing Parliament about decisions or issues raised in your submission – for example through a Written Ministerial Statement or a letter to a Committee.

20. You should consider clearing this section with the Special Advisers.

21. If the submission relates to a specific institution or place you must include the address of the place as well as the name of the local MP. You should also add any known interest from the MP in the issues raised in the submission.

Financial implications

22. This must be cleared with finance division.

23. You should clearly set out the resource implications of the issues discussed in your submission. If there are costs for the Department in pursuing your recommendation it must be clear how these will be met. It is expected that costs should be met from existing group allocations. If it is necessary to reprioritise spending to fit with agreed corporate priorities this

should be made clear. Private Office will not accept submission where pressures are unfunded without prior agreement.

Presentation and media handling

24. This section should identify the key audiences and how you intend to use a range of communications to engage them. Audiences:

- Public - including media handling
- Parliament - (if not covered in Parliamentary Handling)
- Stakeholders
- Staff

25. This section must be cleared with press office, who must be consulted in advance of drafting submissions as part of the policy making process. If your submission involves a speech or visit you must involve the Speechwriting Visits and Events team at the earliest opportunity, and clear it with them before sending to Secretary of State.

26. For important or controversial announcements, a more detailed communications strategy may be required. All submissions that require a press notice should include one as an annex.

YOUR NAME