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CONFIDENTIAL

PRECEDENT BOOK

CHAPTER 10

MEMORIAL AND OTHER SERVICES

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CHAPTER TEN

MEMORIAL AND OTHER SERVICES

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CHAPTER TEN

MEMORIAL AND OTHER SERVICES

General

10.1 This chapter covers the main points of concern to the Cabinet Office in relation to the organisation of or Government attendance at memorial and similar services, including special services of intercession¹. The same general considerations apply to all types of services. Not all the points call for action from the Cabinet Office, but are intended to be helpful in dealing with miscellaneous enquiries. This chapter does not deal with Royal Funerals or the Demise of the Crown (for which see Chapter 11).

10.2 The Cabinet Office is most likely to be called upon to assist in the organising of memorial services for former Prime Ministers, but this is at the discretion of the Cabinet Secretary, in consultation with No 10. Other services are most likely to be organised by the most appropriate Government Department, for example the Falklands Thanksgiving.

10.3 The Government will also take the initiative in arranging services in connection with Royalty and a few Heads of State.

10.4 Following this principle Departments have no responsibility for organising memorial services for their Ministers. However, in the case of a Minister who dies in office a memorial service, if the relatives agree, would normally be arranged by his Department. The Cabinet Office offered assistance in arranging of memorial services for Lord Hankey, Lord Normanbrook, Lord Trend and Lord Williams.

10.5 On the death of a former Prime Minister, No 10 will discuss with the Cabinet Secretary's Private Secretary who within Cabinet Office will lead on the service. No 10 will then organise an initial meeting, at No 10, between the family/executors, the Cabinet Office representative(s) and No 10.

10.6 Cabinet Office was most recently involved in organising a memorial service or thanksgiving for ~~Lord and Lady Callaghan~~. A note on this service is at Annex B. All papers relating to the service are on file SP2861a in the Cabinet Secretary's office.

St Edward
Heath

10.7 Details of some of the memorial services etc in which the Cabinet Office has been involved, to a greater or lesser extent, are given at Annex C. This list is not up to date. The lists show that Cabinet Office involvement is unsystematic. It is for the Cabinet Secretary to decide whether Cabinet Office should take on both the responsibility and cost of organising a service. On attendance at services, much will depend on the Appointments Secretary at

¹ A special service of intercession is a memorial for an event, for example to remember those who lost their lives in the 2004 Boxing Day tsunami disaster, rather than to celebrate the life and work of an individual, for example former Prime Minister.

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No 10 or a Private Secretary in a Department, noticing that a memorial service is being arranged and thinking that the Government should be represented, and Cabinet Ministers and others informed.

10.8 Services for Commonwealth or foreign dignitaries are usually organised by the High Commissioner in London or by the Embassy or Legation concerned.

10.9 General responsibility for special services of intercession etc, sponsored by the Government, usually rests with the Home Office, the Ministry of Defence or the Department for Culture Media and Sport.

10.10 When the Cabinet Secretary has agreed that the Cabinet Office should be directly involved in organising a memorial service, responsibilities may involve:

- Acting as the liaison point between the family/executors and the Church officers on all aspects of the Service;
- Working with the family/executors over the invite list, including adding Government invites;
- Issuing invites to all on family/executor's and official lists; receiving notifications of those attending; and issuing attendance tickets;
- Liaising with the family/executors and the Church officers over the seating plan;
- Liaising with No 10 over the Prime Minister and spouse's attendance; and
- Ad hoc duties – including ticketing queries; arranging a rehearsal; follow-up letters.

10.11 If the service is being held at Westminster Abbey or St Margaret's the Abbey staff will arrange invitations/tickets for the Speaker, the Lord Chancellor, the Lord Mayor of Westminster and Royal representation.

Practical Arrangements

10.12 The following questions should be considered when arranging a memorial service:

- Special wishes of relatives or executors of the will;
- Choice of Church and arrangements with the Church authorities: St Margaret's is normally used when there are Parliamentary associations; Westminster Abbey, when there is likely to be a large congregation (1000 or more; capacity 2000); and St Paul's Cathedral mainly for special services of intercession.
- Date and time: attendance by Members of Parliament, Peers and, indeed, Ministers will be lower for services held during recess. ~~Thursdays~~ ^{Wed} should be avoided when Parliament is sitting so as to avoid a clash with Prime

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Minister's Questions. The Memorial services for Lord Callaghan and Sir Edward Heath both started at midday.

- Terms of the notice in the press: this may be in the form of an advertisement or of announcement officially. If the service is to be held at St Margaret's or Westminster Abbey, the Abbey may handle;
- Order of Service: the Church are responsible for printing;
- Royal representation: the Church may liaise with the Lord Chamberlain over Royal representation;
- Means of admission and reservation of seats: to be agreed with the Church. Admission may be by ticket only or a limited reservation of seats;
- Particular interests to be invited or represented;
- Traffic arrangements: Westminster Abbey will issue special car labels for parking in Dean's Yard (parking is limited to 15 spaces, with priority given to disabled people);
- Security arrangements: whilst Church officers will handle the day-to-day security arrangements, the Department may have to handle specific questions relating to the Prime Minister and Cabinet Ministers;
- Media arrangements: Church officers may handle, but the organising Department's press office will want to be kept informed of the arrangements and may require a short briefing note.

Government representation

10.13 It is usually not difficult to decide whether the Prime Minister or Cabinet Ministers should be invited to attend or to be represented at a memorial service, or whether the Government should be represented in some other way (e.g. by a junior Minister). Security arrangements will need to be taken into account when considering if the Prime Minister should attend.

10.14 There is no need for the Government to be represented separately at services at which members of the Government are present.

10.15 Where there is doubt about representation this will be resolved, if necessary by the Prime Minister, following discussion between No 10, the Cabinet Office and relevant Departments. A note at Annex D, prepared by the Appointments Secretary at No 10, gives further advice on Government representation at memorial services etc.

Attendance of Cabinet Ministers

10.16 The Cabinet Office may be involved in the attendance of Cabinet Ministers at a memorial service (apart from those services organised by the

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Government itself). This may mean simply informing Cabinet Ministers, by way of a letter to the Private Secretary, ascertaining which Ministers wish to be present or represented, or ensuring that the Government is represented appropriately.

10.17 The first step will usually be to ascertain the Prime Minister's own intentions and wishes. The Prime Minister may be represented at a memorial service either by a Cabinet Minister or by the Appointments Secretary in No 10. Representation, as distinct from attendance, would not be appropriate at services for members of the Royal Household.

10.18 Where a memorial service clashes with a Cabinet meeting (see note 9) there are precedents for Ministers being excused from Cabinet in order to attend a memorial service. On other occasions Cabinet has been managed to enable Ministers to attend memorial services.

Other invitations for which the Cabinet Office may be responsible

10.19 It is usual when the occasion is one of national character for special invitations to be sent to the Leaders of Opposition Parties in the House of Commons and House of Lords. This can be done by the letter from the Cabinet Secretary (or at Private Secretary level) or the most senior official responsible for the service. The letter can be similar in broad terms to the invitation sent to Ministers' Private Secretaries.

10.20 An invitation is usually sent to the Speaker of the House of Commons by letter to his Private Secretary. If the service is being held at Westminster Abbey, the Abbey officers will do this. The Abbey will also invite the Lord Chancellor and Lord Mayor of Westminster.

10.21 On some occasions invitations will also need to be sent to former Prime Ministers, former Cabinet Ministers and former senior officials who are not otherwise provided for.

Other interests

10.22 Other special invitations, depending on the occasion, are handled as follows:

- Diplomatic Corps and Commonwealth representatives: Foreign Office. If the service is being organised by the Cabinet Office, the Foreign Office will provide names and addresses;
- Civil servants: Cabinet Office;
- Service representatives: Ministry of Defence. If the service is being organised by the Cabinet Office, the Ministry of Defence will provide names and addresses;

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- Lord Mayors, local authority representatives, other bodies: the organisation or Department responsible for the Service. If the service is being held at Westminster Abbey, the Abbey will invite the Lord Mayor of Westminster;
- Members of Parliament and Peers: for memorial services for political figures many members of Parliament and Peers will receive personal invitations, but an announcement should also be put in the All Party Notice (the Chief Whips Office can organise). If tickets are being issued, rather than MPS and Peers having to apply for tickets, and if the occasion has Parliamentary associations it will be usual for a number of tickets to be given to the Whips for those who may wish to attend.

Seating of Cabinet Ministers

10.23 The arrangements for seating Cabinet Ministers, and others mentioned above, will often depend on the seating plan in the Church, but to some extent they will depend also on the nature of the occasion. The Church authorities will usually suggest an appropriate arrangement (see the Callaghan file for how Westminster Abbey organised seating in the quire) and the Cabinet Office need usually do no more than provide a list of those who intend to be present arranged in order of precedence. Otherwise it may be necessary to consider the following points:

- The Lord Chancellor and the Speaker: the Lord Chancellor takes precedence over the Prime Minister. The Lord Chancellor and the Speaker may both have special seats (both do in Westminster Abbey);
- The Prime Minister and spouse: in Westminster Abbey the Prime Minister and spouse have special seats;
- Spouses and partners of Cabinet Ministers: usually they are seated with Ministers, but depending on how many Cabinet Ministers bring their spouse/partner, they may need to be seated in a separate block;
- Leaders of the Opposition: it is usual to seat them and their spouses/partners, if they attend, with Cabinet Ministers;
- Former Cabinet Ministers: if members of previous Cabinets not otherwise provided for are to attend they will usually be seated behind the Cabinet;
- Ministers' and other "official" Representatives: in most circumstances the representative should be given the place which would have been taken by those they are representing.

This can, however, lead to an anomalous arrangement (for example where the representative is very junior) and there are occasions when it is better to compromise and place them in appropriate seats behind.

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- Service representatives: these are usually seated behind Ministers together with other official representatives. In Westminster Abbey they usually be sat in the quire.
- Diplomats: in Westminster Abbey, diplomats, and their spouses/partners, will usually sit in allocated seats in the quire. Some seats are reserved for particular States.

10.24 These questions need to be settled before the service in consultation with the relevant Department or organisation responsible for the service. If the Cabinet Office is given an allocation of seats in particular blocks the problem then becomes one of arranging Ministers and others in due order.

10.25 To help ushers in identifying Cabinet Ministers and others their names should be written or typed boldly on the top of the admission tickets, if these are used. In any event, unless only a few Ministers are attending, place cards with the names should be prepared and arrangements made with the ushers to put them on the appropriate seats in accordance with the agreed order of seating. In Westminster Abbey, the Assistant Receiver General (Protocol) will do this.

Ushers

10.26 If the numbers attending make this desirable, it may be necessary for Cabinet Office, No 10 or the relevant Department, to provide one or more ushers to see to the seating of Ministers. The responsibility for providing or seeking ushers rests on the organisation arranging the service (in consultation with the Church authorities).

Expenses

10.27 Where a memorial or similar service is organised by a Department the necessary expenditure may be met out of public funds, either by the Department concerned or by the Treasury (although prior agreement with the Treasury will be needed if they are going to pay). The main expenses are Church fees (cost of the church, organist, choir etc), type setting and printing of the Order of Service, press advertisement or announcement and the printing and distribution (postage costs) of admission tickets (if used).

Summary of action by the Cabinet Office

10.28 Action by the Cabinet Office, if organising the memorial service, may be summarised as follows:

- Consultations with interests concerned (including No 10 officials, Church officers, family etc) on questions of attendance, form and order of service, whether the Prime Minister will participate in the service etc;
- When the date and time have been agreed, draw up the list of attendees and issue invites, remembering to include Cabinet Ministers, leaders of

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Opposition parties, Diplomats, Service representatives etc. This list may be in addition to the family/executor's list, if a memorial service;

- Check availability of visiting clergy (No 10 Appointments Secretary can provide contact details) and inform Church officials. For Westminster Abbey the Dean will formally invite those who are able to attend;
- Collation of replies to invitation and, in consultation with Church officials prepare proposed seating plan;
- Issue admission tickets, marked with names (if used);
- Preparation of place tickets (if required);
- Arrangements for ushers (if required);
- Deal with enquiries about the Service.

Representation of Opposition Parties

10.29 The arrangements for representation at the annual Service of Remembrance at the Cenotaph developed in an ad hoc fashion over the years and in 1981, 1982 and 1983 questions were raised over the non-inclusion of the Leader of the Social Democratic Party (SDP). After the 1983 Election when the SDP became a national party with a number of members elected under the party name this led to considerable controversy. In the end a full review was conducted of the arrangements for representation of opposition parties at the Cenotaph (and on other state occasions – see File 63/8).

Cenotaph Service

10.30 The eventual outcome, so far as the Cenotaph Service was concerned, was that the winning of at least six seats in the last General Election should qualify the leader of a party both to attend and lay a wreath and that leaders of parties which win one but less than six seats at a General Election should be invited to attend but not lay wreaths.

10.31 Changes through bye-elections between General Elections should not affect representation at the Ceremony. Leaders of the minority parties could not be represented by alternates.

Other State Occasions

10.32 It was agreed that the "6-member rule" should be used as a guide for other state occasions (File 63/8 Folio 10)

Attendance at funerals of former Cabinet Ministers

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10.33 Unless officially representing the Government, attendance at the funeral of a former Cabinet Minister should not normally be funded from the public purse.

FILES AND NOTESFILES

The main file is:

68/1 (previously 32/93) Memorial, funeral and other religious services and this contains almost all papers on both policy and cases. There are, however, a few other case files in the 63/ series. The arrangements for Sir Winston Churchill's funeral are dealt with in 32/492 Parts 1 to 8, and 29/31 and 80/56; those for the Falklands Service are on file 476/1 Part 9. File 63/8 is concerned with the Representation of Political Parties in State Occasions.

NOTES

1. The policy was most recently stated in the Prime Minister's personal minute M27/70 (file 63/1 Part 3 folio 48) in the context of turning down a suggestion by Mr Crossman (Secretary of State for Social Services) that the Government might arrange a memorial service for Lord Russell.
2. In 1948 the Scottish Office took the initiative in arranging a service for Mr J Westwood, a former Secretary of State, but there were special circumstances. However, the general principle was agreed by the Cabinet in October 1949 (CM(49) 62nd Conclusions, Item 3) when the question was raised whether the Home Office should take the initiative in arranging a memorial service for M J R Clynes, a former Home Secretary.

3. Miss Ellen Wilkinson (Minister of Education) died in office in 1947; as did Ernest Bevin (Lord Privy Seal) in 1951, Mr Ian Macleod (Chancellor of the Exchequer in 1970, and Mr Anthony Crosland (Foreign and Commonwealth Secretary) in 1977.

4. In 1944 the Cabinet Office undertook the organisation of the memorial service for Lord Moyne, Minister Resident in the Middle East. This was because the Minister Resident reported to the War Cabinet through the Secretary of the War Cabinet.

On the death of Lord Hankey (first Secretary of the Cabinet and subsequently a Minister) in 1963, the Secretary of the Cabinet offered assistance in arranging a memorial service but made it clear that responsibility for the arrangements must remain with Lord Hankey's family.

On the death of Lord Normanbrook (third Secretary of the Cabinet and subsequently Chairman of the Governors of the BBC) in 1967 Lady Normanbrook decided that the funeral service should be strictly private. When the death was announced the Prime Minister issued (on Sir Burke Trend's advice) a public statement of sorrow and regret. A memorial service was held subsequently in Westminster Abbey and Lady Normanbrook herself decided the date of the service and its form in consultation with the Dean of Westminster. Official notification was made in the newspapers and the task of informing Ministers and former Ministers and colleagues of Lord Normanbrook was shared by the Ceremonial Officer of the Treasury and the Cabinet Office; the greater part of the work fell on the former. There was a regular meeting of the Cabinet on the morning of the memorial service but it was arranged so that the Prime Minister was able to conclude it and attend. The Queen was represented by the Head of the Civil Service, Sir Laurence Helsby. The ushers were provided partly by Westminster Abbey and partly by former Private Secretaries.

On the death of Lord Bridges (second Secretary of the Cabinet) in 1969, the lead in issuing invitations etc for the memorial service was taken by the Civil Service Department.

5. The initiative and responsibility for advising the Prime Minister on funeral and memorial services for former Prime Ministers lies with 10 Downing Street (see letter McIndoe/Hewitt of 13 April 1965 attached to folio 6 on 63/1 Part 2). The precedents are:

Mr Bonar Law Died in the Recess (1923)

Tributes were paid on the first day the House met. No adjournment. Burial in Westminster Abbey (the Prime Minister approached the Dean) on 5 November 1923, after a service at St Columba's, Pont Street. Arrangements made by No 10. Pall bearers were the Prince of Wales, the Prime Minister, the Speaker, Lord Balfour, Mr Asquith, Lord Fitzalan, Lord Carson, Lord Beaverbrook, Mr Austin Chamberlain and Mr Ramsay MacDonald. There was no memorial service.

Lord Oxford (H H Asquith) Died 15 February 1928

The Prime Minister gave notice that he would move motion next day and the House adjourned next day (16 February). The Prime Minister wrote to Lady Oxford expressing the sympathy of the Cabinet. Lord Oxford was buried at Sutton Courtney on 20 February at his own request. Burial in Westminster Abbey was offered but refused (the Prime Minister approached the Dean). A memorial service was held in Westminster Abbey on 21 February; the King and the Prince of Wales were represented. Tickets were issued to the Cabinet by No 10. The cost was borne on public funds.

(4)
13th April, 1965

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Thank you for your letter of 1st April about funeral or memorial services for former Prime Ministers.

I have shown your letter, together with my letter to you of 26th March, to Trend, with a suggestion (as we agreed on the telephone) that the initiative and responsibility for advising the Prime Minister on these occasions might rest with No. 10 as it appears to have done in the past. Trend fully agrees and assumes that you will bring the information about precedents, which you and we have now assembled, to the Prime Minister's attention when you think that the moment is ripe to do so. (I am not sure that there is much that anyone can usefully do or think about until someone actually dies).

I am sending a copy of this letter to Guppy (Home Office), Trevelyan (Lord President's Office) and Warren (Chief Whip's Office).

W. I. McINDOE

J. F. Hewitt, Esq., C. B. E.

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26th March, 1965

I have been looking at our files to see whether they can throw any light on the practice which has been followed in arranging funeral or memorial services for former Prime Ministers (other than Sir Winston Churchill). The records are rather meagre. What they contain may be summarised as follows.

Earl Baldwin

(a) Both Houses were adjourned for a day as a mark of respect, the Commons on 15th December, 1947, and the Lords on 17th December. (The Government, which was pressed for parliamentary time, had hoped to avoid an adjournment - C. M. (47) 95th Conclusions of 15th December, 1947).

(b) We have no papers about the funeral service.

(c) A memorial service was held in Westminster Abbey on 14th January, 1948: the Private Secretary to the Secretary of the Cabinet wrote to senior Ministers in the usual way, notifying them of the time and date and asking them whether they wished to attend; the tickets appear to have been issued by the Chapter Office, Westminster Abbey, on the provision by the Cabinet Office of a list of those who wished to attend. The Civil Service, Board of Admiralty and Army and Air Councils were represented.

Mr. Neville Chamberlain

(a) The Prime Minister informed his colleagues at Cabinet that, although it was usual for the House to adjourn after the payment of tributes, there would on this occasion be no immediate adjournment since a Funeral Service was to be held in Westminster Abbey on 14th November, 1940 and this would involve the adjournment of the House on that day.

(b) There was a Funeral Service at the Abbey on 14th November, 1940 (Mrs. Chamberlain having accepted the offer of burial there); but because we were at war, the Prime Minister ruled that the time and place of the funeral should be kept secret and that attendance should be kept as small as practicable. Those attending the funeral had to proceed to the Abbey as in the case of an ordinary private funeral and streets were not closed. Seats were reserved in the Abbey for members of both Houses of Parliament but admission cards were not issued and it was necessary to have ushers who could identify the invitees. The staff of the War Cabinet Office assisted the staff of No. 10 in regard to the clerical work, etc., which was involved in making the arrangements.

(c) We have no papers about a memorial service.

/Mr. Ramsay

J. F. Hewitt, Esq.,
C. B. E.

Mr. Ramsay MacDonald

(a) A Cabinet Conclusion records a decision to pay tributes and adjourn the House for the rest of the day.

(b) The funeral service was at Westminster Abbey on 26th November, 1937 and seat reservations for Cabinet Ministers were made by the Private Secretary to the Prime Minister.

(c) We have no papers about a memorial service.

It is possible that No. 10 may have more records than the Cabinet Office on the subject of former Prime Ministers' deaths. Would you care to see whether you do?

Meanwhile, I am sending a copy of this letter to Guppy (Home Office) who has undertaken to have a look at the Home Office files, to Trevelyan (Lord President's Office) and to Warren (Chief Whip's Office).

W. I. McINDOE

(A)

The Cabinet Office was involved in arranging memorial services for Sir Laurence (later Lord) Halsby in 1979, Sir Williams (later Lord) Armstrong in 1980, and Sir Burke (later Lord) Trend in 1987.

At the request of his widow, Lord Halsby's service took place in Oxford, in Keble College Chapel. Lord Armstrong's was at St. Margaret's, Westminster, and Lord Trend's (partly because of his long association with the foundation) in the Abbey.

On each occasion, the Cabinet Office took the lead in inserting notices in the press, notifying Ministers and ex - Ministers, arranging representation of departments and other interested institutions, and providing ushers. Expenses connected with the service were met from the departmental Vote (in Lord Armstrong's case the cost of printing the service sheets was met by the Midland Bank, as Lord Armstrong was an ex - chairman).

Lord Balfour Died 19 March 1930

House adjourned on 19 March, tribute on 20 March. Lord Balfour was buried on 22 March at Whittinghame, Dunbar. Burial in Westminster Abbey was offered but refused (the Dean offered before prompting); Lord Balfour wished for a private funeral. A memorial service was held in Westminster Abbey on the same day, the King and the Prince of Wales were represented. No 10 issued tickets to the Cabinet and other officials in consultation with the Chapter Clerks' Office. The cost was borne on public funds.

Mr Ramsay MacDonald Died 9 November 1937 in Bermuda

Tribute and House adjourned 10 November. Mr MacDonald's body was brought back on HMS Apollo. Burial in Westminster Abbey was offered but refused by the family although the first part of the funeral service was held there on 26 November 1937. The pall bearers were the Prime Minister, the Speaker, Sir John Simon, Earl De La Warr, Lord Baldwin, Mr Attlee, Sir Archibald Sinclair, Mr Kerr, Mr E A Morrison, Sir Walter Citrine. Tickets for the Cabinet were issued by No 10. The body was then taken to Golders Green for cremation and then to Lossiemouth. The Prime Minister wrote to Mr Malcolm MacDonald on behalf of the Cabinet. There was no memorial service.

Mr Neville Chamberlain Died 9 November 1940

The Prime Minister informed Cabinet that, although it was usual for the House to adjourn after the payment of tributes, there would be no immediate adjournment on this occasion since a Funeral Service was to be held in Westminster Abbey on 14 November 1940 (Mrs Chamberlain having accepted the offer of burial there) which would involve the adjournment of the House on that day. Because we were at war, the Prime Minister ruled that the time and place of the funeral should be kept secret and that attendance should be kept as small as practicable. Seats were reserved for members of both Houses of Parliament but admission cards were not issued and it was necessary to have ushers who

could identify the invitees. The staff of the War Cabinet Office assisted the staff of No 10 in regard to the clerical work etc, which was involved in making the arrangements. There was no memorial service.

Lord Lloyd George Died 26 March 1945

House adjourned on 27 March, tribute on 28 March. The Funeral was private at his request. A memorial service in the Abbey was held on 10 April 1945. This was arranged by No 10. The cost was borne on public funds. A memorial stone to Earl Lloyd George was unveiled by the Prince of Wales in Westminster Abbey on 27 July 1970. The Cabinet Office was responsible for inviting all Ministers.

Lord Baldwin Died 14 December 1947

Tributes were given and both Houses adjourned for a day as a mark of respect, the Commons on 15 December 1947, and the Lords on 17 December. (The Government, which was pressed for Parliamentary time, had hoped to avoid an adjournment CM(47) 95th Conclusions of 15 December 1947.) Lord Baldwin was cremated on 17 December. A memorial service was held in Worcester Cathedral on 20 December. Burial at Westminster Abbey was offered but refused, the ashes went to Worcester Cathedral. A memorial service was held in Westminster Abbey on 14 January 1948: the Private Secretary to the Secretary of the Cabinet wrote to senior Ministers in the usual way, notifying them of the time and date and asking them whether they wished to attend; the tickets appear to have been issued by the Chapter Office, Westminster Abbey, on the provision by the Cabinet Office of a list of those who wished to attend. The Civil Service, Board of Admiralty and Army and Air Councils were represented.

Sir Winston Churchill Died 24 January 1965

Sir Winston Churchill was given a State Funeral in St Paul's Cathedral on Saturday 30 January. The arrangements, planned as Operation Hope Not, are described in some detail in the note at Annex F (see also file 32/492 Parts 1 to 8, file 29/31 and file 80/56).

Lord Attlee Died 8 October 1967 (file 63/1 Part 2)

The Cabinet paid tribute at their meeting on 11 October (CC(67) 58th Conclusions, Item 1). Tributes were given in the House of Commons on 23 October (when the House first met after the Recess). A semi-private funeral service was held on Wednesday 11 October in the Temple Church, followed by a private cremation. The funeral service was attended by the Prime Minister and Mrs Wilson and one or two other Ministers or former Ministers.

A memorial service was held in Westminster Abbey on 7 November 1967: the Private Secretary to the Secretary of the Cabinet wrote to senior Ministers in the usual way, notifying them of the time and date and asking them whether they wished to attend. (Only members of the Cabinet, Ministers in charge of Departments, the Chancellor of the Duchy of Lancaster, the Minister without Portfolio and the Paymaster General were included in the Cabinet Office arrangements; all other Ministers were included in separate arrangements made for both Houses of Parliament and notified by the Whips' Offices.) The public notice of the service requested former Ministers to apply to the Secretary of the Cabinet if they wished to attend. Tickets (for those who needed them) were subsequently issued by the Cabinet Office. The Cabinet Office provided one usher for the service.

Lord Avon (Anthony Eden) Died 1977

A memorial service was held in Westminster Abbey on 15 February 1977. The Secretary of the Cabinet's office organised Ministerial attendance (including former Ministers) and provided six ushers.

6. Exceptionally, in November 1947, the Foreign Office were responsible for the memorial service for Mr John Winant, United States Ambassador in London during the Second World War; and the Commonwealth Relations office sometimes took the lead when Commonwealth interests predominated.

7. See 63/1 Part 1 folios 28 to 30 for refusal by Cabinet Office to circularise Ministers about a service in Westminster Abbey to inaugurate the International Year for Human Rights.

8. For a good example of the practical problems (including some unusual ones) involved in arranging a memorial service see Private Office papers on the memorial service for Sir Robert Mayer (1985). This was organised as a semi-private venture by the Secretary of the Cabinet and Mr Edward Heath.

9. Westminster Abbey and St Paul's Cathedral have been asked, to avoid, so far as possible, arranging memorial services which are likely to involve the Prime Minister or members of the Cabinet for Thursday mornings (see file 63/1 Part 3 folio 71).

10. There are no set rules about the occasions on which the Government should be represented. Thus Ministers generally were invited to attend the memorial service in August 1966 for 3 policemen killed on duty, and the Minister for Transport (Mr Mulley) represented the Government at the memorial service for those killed in the Moorgate tube disaster in March 1975. See also the correspondence on 63/1 Part 5 (folios 18 and 19) about whether there should be representation at the memorial service for Professor Hamilton Fairley who was killed by a terrorist

bomb in Camden Hill Square in October 1975. In the event the Secretary of State for Social Services (Mrs Castle) attended the service.

11. The question arose in 1989 (memorial service to Lord Hill of Luton) as to whether the Prime Minister could be represented at a memorial service by the Lord Chancellor, as in Court terms, the Lord Chancellor takes precedence. Although the point of principle was not definitively resolved, it was agreed to ask another Minister attending the service to represent the Prime Minister.

12. The Minister for Housing and Local Government was excused Cabinet on 3 November 1966 in order to attend Lord Cohen's memorial service in Brighton (file 63/1 Part 1 folio 25).

13. See note 4 (Lord Normanbrook). Also 63/1 Part 3 folio 8 when the Lord Chancellor was enabled to attend the memorial service for Mr Vincent Massey on 25 January 1968. In March 1981 Cabinet was rearranged to allow Ministers to attend the memorial service for Lord Amory and in May 1985 Cabinet began early to allow the Prime Minister and other Ministers to attend the service to mark the 40th Anniversary of VE Day.

CONTACTS IN OTHER DEPARTMENTS10 Downing Street

Private Secretary: Parliamentary
Affairs
Appointments Secretary

General advice on organisation and attendance; initial contact for memorial services for former Prime Minister; attendance of Prime Minister and spouse. Appointments Secretary can advise on ecclesiastical points.

Cabinet Office

Cabinet Secretary's Office
Propriety and Ethics Team
Ceremonial Officer

Cabinet Secretary's Private Secretary should be first point of contact if Cabinet Office is being asked to organise any memorial services. Cabinet Office organises memorial services for former Prime Ministers.

Foreign and Commonwealth Office

Head of the Protocol Department
Permanent Secretary

Attendance of diplomatic (including Commonwealth) representatives; general organisation where foreign or Commonwealth interests predominate.

Ministry of Defence

Private Secretary to Chief of Defence Staff
Permanent Secretary

Attendance of service representatives

Department for Culture, Media and Sport

Royal Estates and Ceremonial Branch
Permanent Secretary

Services of intercession; remembrance services; Cenotaph Service.

Lord Chamberlain's Office

Comptroller

Attendance of the Royal Household and representatives; organisation of Household services etc

Westminster Abbey

Receiver General
Assistant Receiver General
(Protocol)

St Paul's Cathedral

Receiver

CONFIDENTIAL

St Margaret's, Westminster

Dean

Cabinet Office
August 2005

August 2005

MEMORIAL AND OTHER SERVICES: LIST OF CASES

The Lists below are as complete as the filing system, collective memory and time allow. In August 2005 the list had not been updated since August 1992, and was therefore very out-of-date. The cases have been divided into the following categories:

- i. Former Prime Ministers
- ii. Ministers dying in office
- iii. Former Ministers
- iv. Members of the Royal Family
- v. Commonwealth leaders
- vi. Foreign Heads of State etc
- vii. Civil Servants and Diplomats
- viii. Military leaders
- ix. Miscellaneous – individuals
- x. Other services

(i) Former Prime Ministers (see Annex A, note 5)

November 1937	Ramsey MacDonald (funeral)
November 1940	Neville Chamberlain (funeral)
April 1945	Lloyd George
January 1948	Stanley Baldwin
January 1968	Winston Churchill (funeral, St Paul's, Operation HOPE NOT)
November 1967	Clement Attlee
February 1977	Lord Avon (Anthony Eden)
July 1995	Lord Wilson
July 2005	Lord Callaghan (joint service with Lady Callaghan)
November 2005	Sir Edward Heath

(ii) Ministers dying in office

April 1940	Sir John Gilmour (Minister for Shipping)
December 1940	Lord Lloyd (Secretary of State Colonies)
September 1943	Sir Kingsley Wood (Chancellor of the Exchequer)
November 1944	Lord Moyne (Minister Resident in the Middle East) (Arranged by Cabinet Office, see Annex A, note 4)
February 1947	Miss Ellen Wilkinson (Minister for Education (St Margaret's, Westminster))
July 1970	Mr Ian Mcleod (Chancellor of the Exchequer) (the Prime Minister attended the funeral in Yorkshire; there was a service of thanksgiving at Westminster Abbey)

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March 1977 Mr Anthony Crosland (Foreign and Commonwealth Secretary) (service of thanksgiving at Westminster Abbey)

January 2004 Lord Williams of Mostyn (Leader of the House of Lords) (service of thanksgiving at Westminster Abbey)

(iii) Former Ministers

April 1947 The Marquis of Salisbury
July 1948 Mr J Westwood
November 1949 Lord Runciman
October 1950 Viscount Hailsham
April 1951 Ernest Bevin
May 1952 Sir Stafford Cripps
January 1958 Lord Waverley
January 1960 Lord Halifax
July 1960 Aneurin Bevan
September 1960 Lord Reading (West London Synagogue)
November 1960 Lord Stansgate (St Margaret's, Westminster)
February 1961 Lord Dunrossil
October 1961 Lord Crookshank (funeral service)
January 1963 Hugh Gaitskill
June 1964 Lord Beaverbrook (St Paul's)
Lord Monckton
January 1965 Lord Woolton
March 1965 Lord Morrison
February 1966 Lord Chuter Ede (Essex Hall, WC2)
December 1967 Lord Chatfield
February 1971 Viscount Davidson
Lord Simmonds
March 1972 The Marquis of Salisbury
Lord Swinton
March 1974 Richard Crossman
July 1978 Lord Selwyn-Lloyd
March 1981 Lord Amory (Thanksgiving - St Paul's)
November 1981 Lord Boyle (St Margaret's, Westminster)
April 1982 Lord Butler
May 1983 Viscount Boyd of Merton (Westminster Abbey)
August 2005 Robin Cook (funeral) (Edinburgh)

(iv) Members of the Royal Family

September 1938 Prince Arthur of Connaught
January 1942 The Duke of Connaught
September 1942 The Duke of Kent
February 1960 Countess Mountbatten
March 1965 The Princess Royal
October 1968 Princess Marina
October 1972 The Duke of Windsor

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July 1974	Prince Richard of Gloucester
September 1997	The Duke of Gloucester
April 2002	Princess of Wales (funeral)
April 2002	Queen Elizabeth, The Queen Mother (funeral)
	Princess Margaret

(v) Commonwealth Leaders

April 1939	Mr Lyons (PM of Australia)
April 1940	Mr Savage (PM of New Zealand) (Westminster Cathedral)
August 1940	Australian Ministers lost in air crash
July 1945	Mr Curtin (PM of Australia)
September 1949	Mr Beasley (Australian High Commissioner) (Westminster Cathedral)
July 1950	Mr Mackenzie King
September 1950	Field Marshall Smuts
May 1964	Sir M Margai ((PM of Sierra Leone)
May 1966	Mr Bazarrabusa (Ugandan High Commissioner) (St Martins in the Fields)
January 1968	Mr Holt (PM of Australia)
January 1973	Mr Pearson (PM of Canada)

(vi) Foreign Heads of State, etc

July 1943	General Sikorski
April 1944	Frank Knox (US Secretary of the Navy)
April 1945	President Roosevelt (St Paul's)
April 1947	The King of Denmark
November 1947	Mr John Winart (former US Ambassador) (see annex A, note 6)
September 1957	The King of Norway
September 1961	Mr Dag Hammarskjold
April 1963	The President of Israel (New West End Synagogue)
	President Kennedy
October 1966	General Bor-Komorowski (Polish war leader)
June 1968	Senator Robert Kennedy (Westminster Cathedral)
April 1969	President Eisenhower
November 1970	President de Gaulle
January 1972	The King of Denmark
October 1973	The King of Sweden
	President Johnson
1974	President Pompidou
	President Childes (Eire)
July 1975	General Franco
2004	President Reagan

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(vii) Civil Servants and Diplomats

February 1940	Lord Tweedsmuir
September 1948	Sir Warren Fisher
July 1967	Lord Normanbrook
October 1969	Lord Bridges (CSD took the lead)
April 1970	Harold Bishop (CSO took the lead; the Secretary to the Cabinet read the lesson, and missed Cabinet to do so)
April 1970	Michael Halls
May 1971	Sir Frank Lee
July 1973	Sir Richard Sharples (Governor of Bermuda)
July 1975	Sir Richard Clarke
July 1976	Mr Ewart-Biggs (Ambassador in Eire)
	Sir Michael Cary (Perm Sec, MoD)
January 1979	Lord Helsby (Head of Home Civil Service)
April 1979	Sir Richard Sykes (Ambassador to Nato)
September 1980	Lord Armstrong of Sanderstead
August 1987	Lord Trend

(viii) Military Leaders

May 1943	General Andrews (Guards Chapel)
November 1944	Field Marshall Sir John Dill
January 1945	Admiral Ramsey
June 1950	Lord Wavell
May 1964	Lord Brabazon of Tara
1967	Lord Tedder
1969	Earl Alexander of Tunis
1970	Field Marshal Sir William Slim
1970	Lord Dowding
December 1970	Sir Michael Le Fanu (Chief of the Defence Staff)
1976	Viscount Montgomery of Alamein
1979	Field Marshal Auchinleck
December 1979	Lord Mountbatten (St Paul's)

(ix) Miscellaneous

December 1940	Lord Lothian
January 1941	Lord Baden-Powell
August 1941	Lord Willingdon
March 1943	Cardinal Hinsley (Westminster Cathedral)
October 1944	The Archbishop of Canterbury
December 1945	Lord Lang
April 1946	Viscount Gort
	Lord Keynes
November 1948	Lord Ashfield (St Martins in the Fields)
January 1949	Tommy Handley
January 1952	Lord Addison
	Lord Linlithgow

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September 1958	Dr Vaughan Williams
December 1958	Lord Cecil
January 1962	Sir Earle Page (St Martins in the Fields)
November 1962	Lady de L'Isle (St Luke's, Chelsea)
April 1953	Lord Beveridge
April 1964	Lady Astor
1965	Sir Harry Hylton-Foster
September 1966	3 Police Officers killed on duty
November 1966	Lord Cohen
September 1967	Lord Stanhope (Windsor)
July 1968	Sir A Cohen
November 1968	Lord Rowley
September 1971	Sir D Morton
October 1972	Lord Fisher of Lambeth
March 1975	The victims of the Moorgate tube disaster
April 1975	Sir R Robinson
October 1975	Sir J Waldron
November 1975	Professor Hamilton Fairley (killed by a terrorist bomb in Camden Hill Square)
1975	Cardinal Heenan
March 1976	Sir R Edwards (St Martins in the Fields)
1976	Lord Feather
March 1979	Jean Monnet ((St Margaret's – European Monument)
May 1985	Sir Robert Mayer (St Margaret's, Westminster – organised privately by Secretary to the Cabinet)

(x) Other services

Services of Intercession or Thanksgiving

September 1942	of Intercession for Yugoslavia
May 1943	National Thanksgiving Service
September 1943	Battle of Britain Sunday
August 1944	for the liberation of Paris
October 1944	for the liberation of Belgrade
May 1945	for Victory in Europe
August 1945	National Day of Thanksgiving
January 1946	of Intercession for the United Nations
September 1946	of Intercession for the United Nations
July 1947	National Day of Prayer
April 1948	HM Silver Wedding
March 1953	Commonwealth Service
July 1953	Commemoration of the Battle of Britain
February 1962	300 th Anniversary of the Book of Common Prayer
September 1966	for 21 years of the United Nations
October 1966	for the Independence of Lesotho
December 1967	for the International Year of Human Rights
May 1979	30 th Anniversary of NATO (Abbey – organised by Ministry of Defence)

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July 1982	60 years of Broadcasting ((St Paul's – organised by the BBC)
June 1984	40 th Anniversary of D Day (Normandy – organised by French Government)
May 1985	40 th Anniversary of VE Day (Abbey – organised by Ministry of Defence)
November 2001	Victims of 9/11 Disaster
September 2004	Commemoration of the Battle of Britain
May 2005	Victims of 2004 Boxing Day Tsunami Disaster
July 2005	60 th Anniversary of the end of World War II
Unveiling of memorials	
October 1948	In memory of President Roosevelt
July 1970	In memory of Earl Lloyd George
July 2005	Women of World War II

This note sets out the arrangements for dealing with Government representation at funerals and memorial services, and letters of condolence. This note does not cover:-

- a) Arrangements for funerals of members of the Royal Family (and former Prime Ministers), which are covered separately.
- b) Arrangements for Government representation at funerals etc. of foreign Heads of State or Government, which are the responsibility of the Foreign and Commonwealth Office.

A procedure is needed to cover the following situations:-

- i) Government representation at the funeral/memorial service of someone who has given outstanding public service, including consideration of whether members of the Cabinet, etc. (see paragraph 3 below) should be notified of the funeral arrangements.
- ii) Representation of the Prime Minister personally at a similar service.

In some cases, there may be no true distinction from (i), and it is difficult to imagine an occasion at which separate representation both of the Government and the Prime Minister would be appropriate. But how any representation is best described needs to be considered in each case, bearing in mind that press reporting may sometimes give greater prominence to attendance by a representative of the Prime Minister personally, rather than to attendance by a representative of the Government as a whole.

- iii) Representation of the Prime Minister at a service for a leading member of the Prime Minister's political party.

iv) Representation of the Prime Minister on personal grounds.

No. 10 Downing Street will be responsible for initiating action under all these headings. On occasions covered under (i) above, No. 10 will consult the Private Secretary to the Secretary of the Cabinet and discuss with him whether the service arrangements should be drawn to the attention of Cabinet Ministers, the Leaders of the Opposition Parties, former Prime Ministers, or others so that they can take appropriate steps to attend or be represented. If so the Cabinet Office will make the necessary arrangements. The Private Secretary to the Secretary of the Cabinet and the Private Secretary of the Minister most directly concerned (where one can be identified) should also be consulted about Government representation. Points to consider are whether the Prime Minister should be advised to attend the service himself or whether he should be represented by a Minister (senior or junior), a Private Secretary, or perhaps, on rare occasions, a senior official.

On occasions covered by (iii) the Prime Minister's political office will be consulted.

4. Within 10 Downing Street, the Secretary for Appointments will be responsible for initiating action.

5. When representation has been agreed, 10 Downing Street (or the Department which has accepted responsibility) becomes responsible for two things:-

- i) Informing the church where the service is taking place, or those responsible for arranging the service, and making sure that a seat is reserved,
- ii) Notifying the Press of the official representation at the service. The Press Office of No. 10 or the responsible Department should invariably make sure that this is done.

In cases where Cabinet Ministers and others are invited to the

service, the Cabinet Office will generally arrange tickets and seats for those who wish to attend.

Letters of Condolence

6. It is for individual Departments to advise their Minister to send a letter of condolence. Within 10 Downing Street, the Secretary for Appointments will be responsible for advising the Prime Minister to send a letter of condolence, or for doing so on his behalf.

JULY 1976
10. Downing Street

ARRANGEMENTS FOR THE FUNERAL OF SIR WINSTON CHURCHILL
(OPERATION "ICE NOT")Note by the Cabinet OfficeBackground

On 5th November, 1953, the Secretary of the Cabinet, Sir Norman Brook, received a letter from the Private Secretary to Her Majesty The Queen, Sir Alan Lascelles, conveying Her Majesty's wish that, in the event of Sir Winston's dying during her absence from England in the forthcoming winter, he should be given a public funeral 'on a scale befitting his position in history'. The Duke of Wellington's funeral in 1852 was mentioned as a model, and The Queen hoped that the arrangements would again be entrusted to the Earl Marshal, the Duke of Norfolk. (It later transpired that it was the Duke of Norfolk himself who had taken the initiative in suggesting that The Queen's wishes should be ascertained).

Nothing more was done until May, 1957, when the Prime Minister (the Rt. Hon. Harold Macmillan, MP) expressed some anxiety that those concerned should be ready to move with speed and efficiency when the moment came. His intervention had been prompted by an approach from the Dean of St. Paul's Cathedral suggesting that Sir Winston might be buried in the Cathedral alongside Nelson and Wellington. While the Prime Minister did not propose to give further consideration to this particular enquiry, still less to consult Sir Winston himself (who was known to be unwilling to address his mind to the subject), he felt that the wishes of the family should be considered, and an informal meeting was therefore arranged between representatives of the Prime Minister's Office and of the Cabinet Office and the Private Secretary to Sir Winston Churchill, Mr. Montague Browne.

This meeting took place on 18th June, when Mr. Montague Browne revealed that Sir Winston had expressed a definite wish to be buried at a particular spot on the front lawn at Chartwell. Lady Churchill was the only other person who knew this. It was safe to assume, therefore, that there would be a State funeral service (probably at the Abbey) followed by private interment; and it was agreed that Mr. Browne should consult Mr. Jock Colville, in view of the latter's special relationship with the Churchill family, while Sir Norman Brook might speak privately to the Duke of Norfolk to see if there was any preliminary planning that could be kept confidential which he could put in hand. Mr. Colville was consulted by 27th June and agreed that a State funeral followed by private interment was appropriate, but thought that St. Paul's had a better claim than the Abbey on such an occasion.

The Duke of Norfolk saw Sir Norman Brook on 4th November and suggested that there might be a Lying in State in Westminster Hall to precede a possible procession through London and a service in either St. Paul's or the Abbey. It was agreed that Garter King of Arms should now be taken into his confidence and prepare provisional plans, and that they would:-

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- (i) investigate arrangements for the State funerals of Nelson and Wellington;
- (ii) consider the respective merits of St. Paul's and the Abbey;
- (iii) ascertain whether there were precedents for a Lying in State in Westminster Hall other than for Royalty.

The Duke of Norfolk and Sir Norman Brook met again on 31st December, by which time Garter King of Arms had produced notes on previous State funerals. Guided by the precedent of Mr. Gladstone's funeral in 1898, they agreed in principle to a Lying in State, preferably in Westminster Hall. Assuming private interment outside London, the subsequent arrangements would be either (a) a procession from Westminster Hall to a London terminus and, separately, a service in Westminster Abbey at the same time as a private burial service outside London, or (b) a procession to St. Paul's for a service, followed by private interment in the country. In order to ascertain the wishes of the family, the Prime Minister might approach Lady Churchill or Sir Norman Brook might approach Mrs. Soames.

In February, 1958, the question became more urgent owing to Sir Winston's illness, and contingency arrangements were speeded up. On 26th February, Sir Norman Brook held a meeting with representatives of the Home Office, the Prime Minister's Office and the Whips' Office, and preliminary agreement was reached on measures affecting the Press and broadcasting, procedure in the event of Sir Winston's dying abroad, Parliamentary procedure, etc. On 3rd March the Duke of Norfolk and Sir Norman Brook agreed to widen the circle of consultation to include the Lord Chamberlain - who would be responsible for bringing the body to Westminster Hall - and possibly the Lord Great Chamberlain, while the Foreign Office and the Commonwealth Relations Office should be asked to consider arrangements for representation of foreign and Commonwealth countries at the funeral. By 21st March Sir Norman Brook had sounded the Director-General of the BBC, Sir Ian Jacob, about plans for broadcasts on the occasion of Sir Winston's death, and had promised that the BBC should be brought into consultation when planning for the State funeral and procession was further advanced.

Development of plans

On 21st March, 1958, the first draft of the master paper on Procedure on the Death of Sir Winston Churchill was produced by Sir Norman Brook's Private Office. (This was revised at least eight times before the final version of 2nd November, 1964, which was the one in force when Sir Winston died on 24th January, 1965). It was divided into three sections - Initial Action, Arrangements for the Funeral, and Press and Other Enquiries - and outlined the action to be taken by the authorities concerned, including the Prime Minister's Private Secretary, the Cabinet Office, the Chief Whip's Private Secretary, the Earl Marshal, the Foreign Office, the Home Office and the Commonwealth Relations Office. A copy of the final version is given as Appendix II to this paper.

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Planning continued throughout the spring of 1958, and opinion hardened in favour of holding the service in St. Paul's rather than the Abbey. By 24th March, 1958, it had also been agreed between Sir Norman Brock and the Duke of Norfolk that eight days should be the maximum interval between death and the day of the State funeral; and by 15th April the Duke of Norfolk had produced an outline plan to cover the Lying in State and the procession. This was approved by Lady Churchill by 9th May, and planning could thus continue on the firm basis of a Lying in State in Westminster Hall, a procession, a service in St. Paul's, and private interment at Chartwell.

By September, 1958, some progress had been made in settling the principles on which foreign and Commonwealth representatives should be invited to the funeral and in drawing up lists of close associates and friends, possible pallbearers, etc.; but in order to preserve secrecy it was decided that no approach should be made to foreign and Commonwealth Governments until a public announcement about the State funeral had been made. Some widening of the circle of consultation was, however, inevitable. The Dean of St. Paul's was already involved, and at a meeting in the Cabinet Office on 7th January, 1959, it was agreed that the Service Departments, the Post Office, the Stationery Office, the Police and the Port of London Authority should be consulted on different aspects of the arrangements. By 5th March the Duke of Norfolk had produced a rough timetable for the ceremonies on the day of the funeral as well as for the preceding week: with the day of death as X, the funeral would be X plus 6, i.e. seven clear days, and the Lying in State would start in the late afternoon of X plus 4. Arrangements for the journey to Westminster Hall would be the responsibility of the Lord Chamberlain, the arrival at the Hall would be under the Earl Marshal, and arrangements for the Lying in State under the Lord Great Chamberlain and the Minister of Works.

Plans were expanded to deal with the arrangements necessary should Sir Winston die abroad, the respective roles of the RAF and the Royal Navy being defined, and the London District of Army Eastern Command went ahead with its plans for the ceremonial on the day of the funeral. Progress was also made on the allocation of seats in St. Paul's between Government Departments, the Services, family and friends, and on the selection of pallbearers. By 27th July, 1959, the Duke of Norfolk felt that the point had been reached at which all possible advance arrangements had been made and the file could be put away. But in December, 1959, it was learned that Sir Winston had decided that he should be buried in the churchyard at Bladon, near Woodstock, where his parents were buried. This necessitated a considerable rearrangement of the ceremonial planned for the day of the funeral. A procession from St. Paul's to Paddington would involve obvious difficulties. It was therefore decided, subject to the family's approval, to retain the proposed procession from St. Paul's to Tower Bridge, from where the coffin would be carried by river to the Festival Hall pier and thence by motor hearse to Waterloo. It could then be taken by special train to the station nearest to Bladon.

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The basic plans for the Lying in State and the funeral were now laid and were very little altered before the event; Lady Churchill and the family approved the draft ceremonial and (with only minor alterations) a draft order of service for St. Paul's in November, 1960. Plans were also elaborated to deal with the situation should Sir Winston die abroad, particularly in the south of France, which included the necessary arrangements for undertakers and embalmers and the question of foreign ceremonial, which it was hoped to keep to a minimum. The Foreign Office, the Admiralty and the Air Ministry produced detailed notes of their respective plans of action in January, 1960, and co-ordinating meetings were held in the Cabinet Office in February and June of that year. Arrangements were made with the Stationery Office for the pre-printing of black-edged stationery; and the plans of both the BBC and ITA were expanded to include not only coverage of the Lying in State and the funeral but also the pre-recording of television and sound tributes to Sir Winston by Lord Avon and other colleagues and friends and the preparation of an official tribute from the Prime Minister of the day.

Plans for invitations to foreign and Commonwealth guests and details of the seating arrangements in St. Paul's also progressed. Apart from those reserved for the Royal Family and other distinguished personages, the family and personal friends, the seats were allocated in blocks by the College of Arms to the different Departments and authorities concerned, to be allocated individually at their own discretion. The Cabinet Office was responsible for the invitations to six categories of guests: Ministers and their wives, Privy Counsellors who served with Sir Winston as Ministers of Cabinet rank, persons who served Sir Winston at No. 10, persons who served him in the Cabinet Office, the Ministry of Defence, etc., Heads of Departments, and other public figures. A detailed plan of action to be taken by the Cabinet Office on these arrangements was drawn up on 22nd May, 1963, and revised at intervals up to January, 1965. With the change of Administration in November, 1964, the lists of guests and the seating arrangements in St. Paul's required substantial revision in order to accommodate the increased numbers of ex-Ministers, Permanent Secretaries and Privy Counsellors who had served under Sir Winston and were not now otherwise provided for. A slight complication also arose from the fact that the College of Arms refused to be responsible for drawing up an advance master list of guests which would avoid the possible duplications or omissions which might arise from the drawing up of separate lists by so many bodies. A meeting held at the College of Arms on 30th January, 1964, went some way to clearing up outstanding points, but it would appear that a master list was not compiled until after the funeral, when the different authorities were asked to submit a final list of the guests to whom they had sent invitations.

The only other difficulty which arose at a comparatively late stage of planning was the question of traffic control if the day of the funeral, which was not to be a public holiday or day of National Mourning, should not fall on a Saturday. As early as 27th July, 1959, the Duke of Norfolk had spoken of the advantages of deciding on a Saturday, regardless of the increased interval which would probably elapse between the death and the funeral, but Sir Norman Brock

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had felt that the family would have strong objections to such an interval. The question was revived in August, 1962, when Sir Norman Brook pointed out that three conflicting demands were involved - the family wished the interval before the funeral to be no more than eight days, the military authorities said they must have at least eight days, and the police wished the funeral to be on a Saturday. When the time came it might be necessary for one or more parties to give way a little, but this was something which could not be decided in advance of the event. Meanwhile the Lord Great Chamberlain's office drew up detailed instructions for the police as well as for the Members and officers of both Houses of Parliament to cover the organisation of the Lying in State, the public queues and the ceremonies on the day of the funeral. These instructions were revised from time to time up to December, 1964.

Sir Winston's death and funeral

Sir Winston became seriously ill in January, 1965, and although his last illness was prolonged it soon became apparent that he was dying. He died in the early morning of Sunday, 24th January, and the funeral took place on the following Saturday, 30th January, i. e. X plus 6 rather than the X plus 0 which had been planned. The speeding up of the funeral arrangements was largely made possible by the nature of his last illness, which had allowed the Earl Marshal and the different Departments concerned to put preliminary measures discreetly in hand before the day of death. For instance, the College of Arms decided to send out the blocks of invitation cards to the Departments ahead of the actual death, leaving them to insert the date of the service as well as the name of the invitee. The Prime Minister (Mr. Wilson) also arranged to alter one of the statements to be issued from No. 10 so that the public could be given information about the date of the funeral and the dates of the Lying in State should Sir Winston die over the weekend, as in fact happened. Otherwise the arrangements went almost exactly as the Earl Marshal had planned. A note for record, covering the sequence of events from 15th January up to the day of the funeral, was compiled in the Private Office on 22nd February and is summarised at Appendix III.

Cabinet action

The Prime Minister informed the Cabinet on 19th January, 1965, that Sir Winston was gravely ill. If he did not survive, it would be appropriate that tributes should be made in Parliament. Any tributes from individual Ministers should be co-ordinated, for convenience, through the Prime Minister's Press Secretary at No. 10.

On 26th January the Prime Minister told the Cabinet that Ministers would be informed in due course of the arrangements for them to attend the Lying in State and the funeral. There would be no national mourning and Ministers should feel free to attend social and public functions where these were of an official nature. The political activities connected with the current by-elections should also continue, though it might be thought best to refrain from political controversy on the day of the funeral. However, it would be appropriate to decline purely social invitations, other than private ones, for the rest of the week. The Cabinet agreed that a message of sympathy on behalf of the Government as a whole should be sent to Lady Churchill and other members of Sir Winston's family. The message was sent that same day by the Secretary of the Cabinet, Sir Burke Trend, and read as follows:-

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"At their first meeting after Sir Winston's death the Cabinet directed me this morning to record their collective sense of the great loss which the country has sustained and to convey to you and the other members of his family their deepest sympathy".

6.

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APPENDIX I

DEPARTMENTS AND OFFICERS CONCERNED IN THE FUNERAL ARRANGEMENTS

<u>Department</u>	<u>Functions</u>
Cabinet Office	General co-ordination of arrangements; sends out invitations to certain guests - see page 4 above
Earl Marshal and Garter King of Arms	Arrange and supervise all aspects of the ceremonial for Lying in State, funeral and journey to Bladon; co-ordinate arrangements with Cathedral authorities; responsible for Royal guests and VIPs and for general seating arrangements
Lord Chamberlain	Arrange journey of body to Westminster Hall
Lord Great Chamberlain	Arrange Lying in State in Westminster Hall, in conjunction with Earl Marshal and Ministry of Public Building and Works
Foreign Office, Commonwealth Relations Office and Colonial Office	Supervise invitations to foreign and Commonwealth guests and representatives
Ministry of Defence	(i) Army: through London District HQ arrange ceremonial for the Lying in State and funeral (ii) R.A.F. and Navy: responsible for transport of coffin, etc. should Sir Winston die abroad
Ministry of Public Building and Works	With Earl Marshal and Lord Great Chamberlain, arrange Lying in State in Westminster Hall
Home Office	Make necessary police arrangements
Stationery Office	Arrange printing of all black-edged stationery, order of service, order of ceremonial, etc.
Post Office	Arrange laying of cables, etc. for special television and sound broadcasts
Port of London Authority	Arrange journey by river

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<u>Department</u>	<u>Functions</u>
Prime Minister's Private Secretary	Inform Queen's Private Secretary, Cabinet Office and Chief Whip's Office when news of death is received; co-ordinate arrangements for Press and television announcements between Prime Minister's Office, House of Commons and Cabinet Office
Chief Whip's Private Secretary	Arrange adjournment of House of Commons, moving of an Address and the paying of tributes

PROCEDURE ON THE DEATH OF SIR WINSTON CHURCHILLA. INITIAL ACTION

1. On the death of Sir Winston Churchill, his Private Secretary informs by telephone the Prime Minister's Private Secretary.

2. The Prime Minister's Private Secretary -

(i) Informs:

The Queen's Private Secretary
The Cabinet Office
The Chief Whip's Private Secretary

(ii) Submits to the Prime Minister a pre-arranged statement for immediate publication.

(iii) Ascertains when the Prime Minister wishes to make a broadcast on radio and television. (A provisional text should have been prepared in advance).

(iv) (a) If the House of Commons is not in Recess -

Arranges for the issue of a statement saying that it is understood that The Queen will send a Message to both Houses of Parliament conveying her wish that a State funeral shall be held on a day to be appointed. (See "B. Arrangements for the Funeral" below. The Earl Marshal will require an interval of not less than seven clear days to complete his preparations, and the question whether it would be practicable to hold the funeral on a Saturday, in order to reduce traffic difficulties, will need to be considered).

(b) If the House of Commons is in Recess -

After consulting the Chief Whip's Private Secretary, ascertains whether the Prime Minister wishes the House to be recalled forthwith. If the House is to be recalled, he arranges for the issue of a statement as in (a) above. If it is not to be recalled, he arranges for the issue of a statement that with The Queen's approval a State funeral will be held on a day to be appointed.

3. The Cabinet Office -

(i) Inform:

Ministers of Cabinet rank
The Earl Marshal and Garter King of Arms
The Lord Chamberlain
Foreign Office (Vice-Marshal of the Diplomatic Corps or Resident Clerk)
Commonwealth Relations Office (Lt. -Col. Hugo)

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and, in the event of Sir Winston Churchill's dying abroad -

Ministry of Defence (Head of Defence Secretariat)
Ministry of Defence (Head of S: (air))

- (ii) Arrange, in consultation with the Treasury, for an official to be loaned as assistant to the Private Secretary to Sir Winston Churchill.
- (iii) Arrange for a Press Officer to be loaned to the Earl Marshal's office.

4. The Ministry of Defence (RAF) -

In the event of Sir Winston Churchill's having died abroad -

- (i) Ascertain by telephone from Messrs. Kenyon of 45 and 47, Edgware Road, the funeral undertakers, whether they can arrange, through local agents, for embalming facilities to be made available in time in the country concerned.

If Messrs. Kenyon reply that they cannot do so -

- (ii) Arrange for representatives of the firm to be flown immediately in an aircraft of the Royal Air Force to the country concerned.
- (iii) Arrange for the despatch by the Foreign Office, Commonwealth Relations Office or Colonial Office, as the case may be, of a telegram to Her Majesty's representative in the country concerned, asking him to help in every way.
- (iv) Inform the Prime Minister's Private Secretary of the time at which the aircraft is due to leave and of the arrangements generally.

(Messrs. Kenyon's agents should be able to make embalming facilities available in time through local agents if the death takes place on the mainland of North or South America)

5. The Foreign Office, Commonwealth Relations Office and Colonial Office -

Despatch to Her Majesty's representatives telegrams giving guidance for dealing with Press enquiries. (Drafts of these telegrams will have been prepared in advance).

6. The Chief Whip's Private Secretary -

If the House of Commons is not in Recess, or is to be recalled -

- (i) Concerts, in consultation with the Prime Minister's Private Secretary, the arrangements for adjourning the House of Commons, for moving an Address in answer to The Queen's Message, and for paying tributes. (An outline of the Prime Minister's tribute should have been prepared in advance by his Private Secretary).

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- (ii) Informs the Private Secretary to the Leader of the House of Lords of the above arrangements.

B. ARRANGEMENTS FOR THE FUNERAL

7. The Prime Minister's Private Secretary -

- (i) In the event of Sir Winston Churchill's having died abroad, asks the Secretary of the Cabinet to advise the Prime Minister what arrangements should be made for bringing the body to England.

Detailed plans will have been made in advance on the following assumptions:-

- (a) That if death takes place in France, Belgium or Holland, the Royal Navy will be responsible for conveying the body across the Channel in one of Her Majesty's ships;
- (b) That if death takes place in any other country, the Royal Air Force will be responsible for bringing the body to England by air.
- (c) That Messrs. Kenyon will arrange for the body to be conveyed from the place of death to the port or airport of embarkation.
- (d) That telegrams will be sent as soon as possible by the Foreign Office, Commonwealth Relations Office or Colonial Office, as the case may be, to Her Majesty's representative in the country concerned, informing him of the arrangements made for conveying the body to England and asking him to help in every way.
- (ii) After consulting the Earl Marshal or, in his absence, Garter King of Arms, and the Lord Chamberlain, seeks a decision from Sir Winston Churchill's Private Secretary about the date of the funeral and the arrangements to be made for bringing the body to Westminster Hall.
- (iii) Informs The Queen's Private Secretary, the Earl Marshal, Garter King of Arms, the Lord Chamberlain, the Cabinet Office, the Foreign Office, the Commonwealth Relations Office and the Home Office of the arrangements made.
- (iv) Arranges for the publication of a statement that, with The Queen's approval, there will be a Lying in State in Westminster Hall, to be followed by a funeral service in St. Paul's on the day appointed. (If there is to be a Message from The Queen to both Houses of Parliament, this statement must await the publication of The Queen's Message).

8. The Cabinet Office -

In the event of Sir Winston Churchill's having died abroad, inform the Service Departments concerned what arrangements are to be made for bringing the body to England.

CONFIDENTIAL

9. The Lord Chamberlain -

In consultation with the Earl Marshal or, in his absence, Garter King of Arms, supervises the arrangements for bringing the body to Westminster Hall.

10. The Earl Marshal -

In consultation with the Lord Great Chamberlain, supervises the arrangements for the Lying in State and the funeral service, and secures any necessary action by Departments (e. g. the Service Departments and the Ministry of Public Building and Works).

11. The Home Office -

Make the necessary police arrangements, in consultation with the Earl Marshal or, in his absence, Garter King of Arms.

C. PRESS AND OTHER ENQUIRIES

12. The Prime Minister's Adviser on Public Relations -

In consultation with Sir Winston Churchill's Private Secretary, answers questions from the Press and elsewhere about the arrangements (other than those directly concerning the organisation of the State funeral).

13. The Earl Marshal's Press Officer -

Answers questions from the Press and elsewhere concerning the organisation of the State funeral.

2nd November, 1964

The following is a shortened version of a Note for Record compiled in Sir Burke Trend's Private Office on 22nd February, 1965.

(1) Sequence of Events

Confidential news of the gravity of Sir Winston Churchill's illness first reached the Cabinet Office on Friday, 15th January, 1965. The Earl Marshal was in Scotland and the Cabinet Office, asked by Garter King of Arms whether he should arrange to return, advised that the Earl Marshal "might feel happier if he were in London and readily available". The Earl Marshal accordingly returned on Sunday, 17th January, and on the 18th presided at a conference at London District HQ attended by representatives of the Cabinet Office, Army, Police, Government Departments, etc., who were concerned in the planning of "Hope Not". Discussion centred largely on the likely date of the funeral, and the Prime Minister's view that proceedings might be speeded up (cf. the arrangements for President Kennedy's funeral) was considered. But in the light of what the Departments concerned reported, and after the Earl Marshal had met the Prime Minister that afternoon, it was decided to adhere to the timetable of X plus 8 to within a day, but not to exceed it.

Sir Winston died at about 8.00 a.m. on Sunday, 24th January. For most of the week leading up to his death the Press Officer, who had been earmarked for the occasion, was installed in the offices in the Ministry of Defence which had been reserved and prepared for the Earl Marshal and his team. On one or two occasions during the week (when it was public knowledge that Sir Winston was likely to die) the Earl Marshal asked the Cabinet Office whether it would be in order for him and his staff, for greater convenience of administration, to move into these offices. In agreement with Sir Winston's Private Secretary, and with the knowledge of the Prime Minister, the Cabinet Office advised that there would be a risk of public criticism if the Earl Marshal were seen to be taking up his operational headquarters before the date of death and that it would be better for him to stay where he was. This advice he accepted (even though we all knew that the Press were broadly aware of the arrangements for a State funeral but were very properly keeping it to themselves until an announcement should be made).

Although Sir Winston's death on 24th January did not leave seven clear days before the funeral service, which was held on Saturday, 30th January, his illness had been sufficiently protracted to allow many of the preparations to be put surreptitiously in hand; and there was no difficulty about being ready for Saturday.

(2) Announcements

Not long after it was known that Sir Winston was mortally ill, the Prime Minister decided to alter the procedure in that part of the Cabinet Office Note governing announcements from No. 10 (see Appendix II), in order that the public should be given early information about the arrangements for a Lying in State and State funeral.

The Earl Marshal held a Press conference at Church House on Monday, 25th January. A copy of the hand-out is on Part VI of the file.

(3) Mourning

Some enquiries were received from Ministers' Private Secretaries seeking guidance on what their Ministers should do about functions which they had committed themselves to attend. The normal guide was that if the occasion were a charity there would be little objection and that at all functions, where Ministers were playing a leading part, they might appropriately take the opportunity of making some reference to the sad event. It is worth noting that Heads of Missions in London tended to cancel diplomatic receptions which had been arranged during the week; in particular, the Indian High Commissioner cancelled the reception for Republic Day. The extent to which a function might attract publicity was also a factor, as was the extent to which it served an official and worthwhile purpose. There proved to be no need to send round any written instructions on the subject.

(4) Invitees

This went as smoothly as could be expected, though difficulties arose from the fact that certain Ministers were unable to make up their minds whether to attend the funeral service, and tended to change their minds at the last moment. There is great advantage on such an occasion in holding on to the seat tickets and refusing to allocate them until the last possible moment. The clearer the picture one has obtained (by means of telephone calls) of the number of acceptances and refusals before precisely allocating the seats, the less trouble towards the end; and it is an advantage to keep a seat or two in reserve in particular areas of the Cathedral in case Ministers who have declined an invitation by telephone subsequently decide to come. The Privy Council Office pressed to be sent their seat tickets on Tuesday, 26th January (since some of their invitees lived at a considerable distance from London) with the result that a substantial number of seats in their block fell vacant due to refusals and illness and arrangements had to be improvised for the seats to be filled by appropriate people on the day. It would in fact have been soon enough for all the seat tickets to be sent out no earlier than the afternoon of Wednesday, 27th January. It is perhaps worth noting that the House of Commons, who had successfully pressed very hard to be given enough seats to accommodate every Member of the House, returned a very considerable number of seat tickets to the Earl Marshal's office about three days before the funeral.

As a result of refusals, sickness, etc., it was possible to offer Permanent Secretaries and those on the list entitled "Other Public Figures" the opportunity to bring their wives to the funeral service provided that they were content that their wives should sit, as they did, in a separate block of seats. This is the sort of situation which it is difficult to avoid unless it is decided at the outset, which it was not, that these categories of people should be accompanied by their wives. In fact, provision for wives was made only in the case of Cabinet Ministers, senior Ministers not in the Cabinet and Privy Counsellors who served with Sir Winston as Ministers of Cabinet rank.

The ushering arrangements went smoothly, with an allocation of one usher per hundred seats.

c - PS/A Partridge

9

S.02548



Annex F

Principal Establishment Officer

CABINET OFFICE/51	
A	8248
5 AUG 1987	
FILING INSTRUCTIONS	
FILE No.	

SIR ROBERT ARMSTRONG

RA

c - PS/Sir P Gregson

Tony

This maybe of some help.

c - Carol

Carl Bowley
15/1

MEMORIAL SERVICES FOR CIVIL SERVANTS

I attach a 1974 note by the Civil Service Department about Memorial Services for civil servants. It is an interesting read.

Following a discussion at EOM it was decided not to issue any further guidance, the general feeling being that the subject is one where formal regulations too widely circulated would be inconsistent with the respect in which those to whom they might be applied are held. And a view was taken that the guidelines were already sufficiently clear to avoid confusion while not seeking to specify every conceivable permutation.

The basic doctrine therefore is that the cost of a Memorial Service may be met from public funds when the deceased had been either

- a. Head of the Civil Service, whether or not he died whilst still serving, or
- b. A Permanent Secretary (or a Second Permanent Secretary) or Head of Department at Deputy Secretary level who died in harness (whether before or after formal retirement) or after a short lived retirement.

As you will see from the Annex to the CSD note there are a number of precedents for taking a liberal interpretation of these basic rules eg Sir Frank Wood. We do not seem to hold records centrally for cases since 1974.

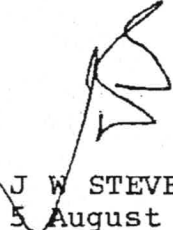
I do not believe that any formal re-consideration and further codification of the basic rules are necessary to establish that Secretaries of the Cabinet should be on a par with Head of the Civil Service for the purpose of Memorial Services. The Secretary of the Cabinet is a high and unique office. In my judgment it would be wrong for the decision in individual cases to depend solely on the attitude taken towards the machinery of government at a particular time. I also believe that it would be totally



Principal Establishment Officer

inconsistent for a Deputy Secretary Head of a small department who died in harness, or shortly after formal retirement, to receive a Memorial at public expense but not a Secretary of the Cabinet (not also Head of the Service) who in all probability would have served a number of Prime Ministers, but who died after formal retirement.

I recommend without hesitation that Lord Trend should receive a Memorial Service at public expense to mark his long and distinguished service as Secretary of the Cabinet and the further public service he rendered after his formal retirement and in particular as Trustee and Chairman of Trustees of the British Museum. The cost should fall on the Cabinet Office Vote.


J W STEVENS
5 August 1987

Encl

Thank you.

I accept this recommendation.

I am not sure that public service after retirement should weigh too heavily in the balance. But I think that, as matters have developed, it would be reasonable to lay it down as a general principle that the Secretary of the Cabinet and the Permanent Secretary to the Treasury should both be entitled to Memorial Services at public expense, whether or not they have been Head of the Home Civil Service.

RA

5.11.87

EOM(74)41

13 November 1974

CIVIL SERVICE DEPARTMENT
ESTABLISHMENT OFFICERS' MEETING

MEMORIAL SERVICES FOR CIVIL SERVANTS

Note by the Civil Service Department

In the nature of things, this subject is one where precedents accumulate only gradually: this paper accordingly sets out the historical background leading up to the formulation of the basic rule in 1951 by Sir Edward Bridges, the way in which the rule has since been operated and the present practice which is, as it were, composed of both statute law and common law.

2. The practice of meeting from public funds the cost of a Memorial or Funeral Service to an eminent public figure has a long history; initially, the procedure was brought into play sufficiently infrequently for it to be a signal honour and a sign of exceptional public esteem of the deceased. From 1778 to 1882 the public purse met the cost of three civilian funerals (for Lord Chatham, William Pitt and Lord Palmerston) and two military funerals (for Lord Nelson and the Duke of Wellington). In addition, the families of Sir Robert Peel, Earl Russell and Lord Beaconsfield declined the offer of such a service. From these impressive beginnings the practice has developed to the state where it is now possible to distinguish Memorial Services held for statesmen from those held for distinguished civil servants. The former category begins by 1941 to be recognisably self-contained, with the names of Mr Gladstone, Mr Bonar Law and Mr Neville Chamberlain (who had funerals at public expense) and Mr W F Massey (Prime Minister of New Zealand) and the Lords Milner, Asquith, Cave, Balfour and Grey (for whom Memorial Services were held). In 1943 Sir Richard Hopkins authorised a widening of the practice for Sir Kingsley Wood who died while holding ministerial office but unlike the precedents already mentioned without having been Prime Minister as well. Both Sir Kingsley and, in 1947, Miss Ellen Wilkinson who also died while holding ministerial office were honoured with Memorial Services held in St Margaret's, Westminster, and not in Westminster Abbey, which preserved the distinction between the two sorts of case.

3. In 1951 the question of Memorial Services for civil servants was raised with regard to Sir Nazeby Harrington who had been Chief Solicitor to the Board of Customs and Excise. The precedents, apart from the history already outlined, were seen to be few and indirect: funerals for two officers who perished in separate incidents while flying across the Atlantic during the Second World War were paid for from public funds, as were Memorial Services for Lord Keynes and Sir Warren Fisher. The former was a noted public figure and statesman.

and the latter had been Head of the Treasury for twenty years, but neither strictly complied with the rule which Sir Edward Bridges formulated on this occasion. This was that a line should be drawn between Permanent Secretaries who died in harness on the one hand and the rest of the field on the other. Sir Nazeby Harrington thus fell on the wrong side of this line. This rule represents the starting-point for the present practice with regard to Memorial Services for civil servants; hereafter it was possible to distinguish such cases from those of statesmen and politicians.

4. The rule has been invoked on a number of occasions since 1951 (see Annex). Sir Bernard Gilbert, Sir Frank Tribe and Sir Herbert Brittain were the only cases where Memorial Services were met from public funds until the deaths of two former Heads of the Civil Service Lord Normanbrook in 1967 and Lord Bridges in 1969. The most recent case to be considered was that of the late Sir Frank Wood.

5. The practice as it has developed since 1951 is thus that Memorial Services are paid for from the public purse when the deceased had been Head of the Civil Service or a Permanent Secretary or Head of a Department and died either in harness (whether before or after formal retirement) or after a short-lived retirement.

6. Establishment Officers are invited to consider whether, given the infrequent occurrence of these sad occasions, the present ad hoc application of the rules along the lines indicated in the preceding paragraph is a satisfactory procedure or whether there should be some further codification of the present practice, and if so whether this should embrace some further modifications to the original rule.

Civil Service Department
Whitehall
LONDON SW1A 2AZ

MEMORIAL SERVICES FOR SENIOR CIVIL SERVANTS

The cases in which the rule has been invoked since 1951 are as outlined below:

In 1953 Sir Granville Ram died. He was not a Permanent Secretary but had been First Parliamentary Counsel until his retirement, after which he was re-employed in a post of equivalent status. The agreement that the public purse should meet the cost of his Memorial Service indicates that from the outset the rule was seen as amenable to a liberal interpretation.

Later in 1953 it was decided that Sir A Feaveryear, a Deputy Secretary in the Ministry of Food, was on the other side of the line.

In 1955, when the consultation was post eventum, the cost of a Memorial Service for Sir Richard Hopkins, a former Permanent Secretary at the Treasury, was met from public funds. The service was, however, held in St Margaret's.

In 1957 it was agreed that a Memorial Service for Sir Bernard Gilbert could be paid for from the public purse. Sir Bernard had been Second Secretary (equivalent to Permanent Secretary) at the Treasury and had died thirteen months after retiring. This was considered to be covered by a liberal reading of 'in harness'. The service was held at St Margaret's.

In 1958 the Memorial Service for Sir Frank Tribe was held at St Margaret's. Sir Frank was Comptroller and Auditor General on his death and had been a Permanent Secretary in two Departments in the course of his career.

In 1961 a similar exception to the letter of the rule was made for Sir Herbert Brittain who died four years after his retirement as Second Secretary at the Treasury but while still engaged in nearly full-time service.

In 1962 there were two cases when the decision went the other way: Sir D Waley, a former Third Secretary at the Treasury, had been retired for 15 years on his death, and Sir Wilfred Eady, a former Joint Second Secretary at the Treasury, had been retired for 10 years.

Memorial Services for other Permanent Secretaries appear to have been paid for privately without any question of the public purse defraying the cost: Sir Eric Bowyer, a former Permanent Secretary at the Ministry of Pensions and National Insurance, who died in 1963 and Sir Henry Hancock, the Chairman of the Board of Inland Revenue, who died in 1965 were examples.

In 1967 the Memorial Service for Lord Normanbrook was paid for from public funds; the precedents were considered to justify this beyond any shadow of doubt. The service was held in the Abbey.

In 1969, therefore, when Lord Bridges died, this elaboration to the rule as he had originally formulated it was firmly established and his Memorial Service was paid for from public funds as a matter of course.

More recent services have been in 1971 for Sir Frank Lee, a former Joint Permanent Secretary at the Treasury, and in 1972 for Sir Leslie Rowan, a former Second Permanent Secretary at the Treasury. The cost of these was apparently not met from public funds.

The question has arisen most recently with the death of Sir Frank Wood some six months after his retirement as Permanent Secretary at the Ministry of Posts and Telecommunications. In this case, with the precedent of Sir Bernard Gilbert in mind, the rules were again given a liberal interpretation and it has been agreed that the cost of a Memorial Service to Sir Frank may be met from public funds.