

CENTRAL PERSONNEL GROUP
NORTHERN IRELAND CIVIL SERVICE



FROM: J G HUNTER

DATE: 28 AUGUST 1998

cc **PS/Mr Semple**
Mrs Moore
Mr O'Reilly
Mr McCartney

TO: MR CARVILL

SPECIAL ADVISERS

1. We have obtained details from the Cabinet Office of the particular conditions in the Special Adviser contracts given to Jonathan Powell and Alistair Campbell. Carol Moore's note to me attached refers.

Duties

2. In her note, Carol Moore points out that the duties associated with both posts in 10 Downing Street are designed to support the Government in Whitehall. The analogy with a devolved administration in Northern Ireland is not an exact one as illustrated by the description of Mr Campbell's duties ie "to present Government information and publicity" and "to speak to the media on the Government's behalf and co-ordinate the Government's information activity".
3. I agree broadly with the changes Carol has made to the descriptions of duties to accommodate our circumstances, while endeavouring to maintain consistency with Whitehall. For the purposes of comparison I have set out below the proposed descriptions of duties alongside those of Mr Powell and Mr Campbell in the HCS:

HCS

NICS

Mr Powell

Mr Campbell

"to co-ordinate the work of both the political and non-political side of 10 Downing Street"

"to co-ordinate the work of the First Minister in the Office of the First and Deputy First Ministers"

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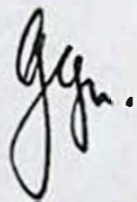
Mr Campbell

“to present Government information and publicity to speak to the media on the Government’s behalf and co-ordinate the Government’s information activity”

Mr Kerr

“to represent the views of the First Minister to the media”

4. Crucially, in respect of Mr Kerr’s terms, the presentation of the policy of the NI administration would rest with the NI Information Service. I would not be inclined to raise this issue in his letter of appointment given that from a practical point of view Mr Kerr is unlikely to be acceptable to all Ministers in the Executive Committee.
5. The final terms of the Civil Service Amendment Order are due to be agreed with Denis McCartney later today and a submission is ready to go to the Secretary of State under Mr Semple’s signature. Until the Order is signed we cannot release the draft letters.
6. Finally, there remains the question of salary. In GB the equivalent Special Advisers are outside the Special Adviser scale. Our problem is determining a suitable analogue given the ambiguity over their precise roles. I agree with Mrs Moore that their salaries should be pitched in the lower regions of the SCS scale.



J G HUNTER

PS: We subsequently agreed to postpone further action on these matters until you and John Semple had had an opportunity to consider their implications.

Meanwhile, I was asked to speak to Brian Fox (Cabinet Office).

JGH16080/JG

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22/8/98
RESTRICTED

FROM: CAROL MOORE

DATE: 24 AUGUST 1998

TO: MR HUNTER *g h 26/8*

SPECIAL ADVISERS

As I mentioned briefly on Friday we now have a copy of the relevant page of Jonathan Powell's contract (attached). As you can see there are references to his duties and the non-applicability of the clause on providing advice and also that specific civil servants work for him.

Based on this I have amended the letters of appointment to Messrs Campbell and Kerr as attached. However this raises several issues. First the designation of their duties. Mr Powell's contract refers to his primary purpose being to "co-ordinate the work of both the political and non-political side of 10 Downing Street".

Mr Campbell's "to present Government information and publicity" and goes on to say "you will be able to speak to the media on the Government's behalf and co-ordinate the Government's information activity." The key difference here is that the politics of the Prime Minister are the politics of the Government but in many cases in Northern Ireland the political work of the First Minister may be at odds with the eventual politics of the Administration. How these roles are expressed has to be carefully considered within the local context and I offer my drafts in that light.

Secondly, we cannot issue these until we have the authority to do so. Their service prior to the amendment of the legislation will therefore have to be as special advisers, with new letters of appointment as Chief of Staff and Press Secretary at the earliest date after the amendment is signed.

Thirdly, there is the question of salary. In line with GB they should be considered outside the special adviser scale. The difficulty is knowing the exact duties they will be employed upon and the implications for the civil servants in post. My view is that we should pitch salaries in the lower regions of the SCS scale but I would like to discuss urgently.

C.P. Moore

C P MOORE (MRS)

ID=0171 270 1845
EXTRACT FROM
CONTRACT OF
CHIEF OF STAFF
(JONATHAN POWELL)



CABINET OFFICE

This document sets out your principal terms and conditions of employment. It incorporates the written particulars required by the Employment Rights Act 1996 and, together with the Cabinet Office Management Code, constitutes your contract of employment with the Crown.

Names of parties

[REDACTED] (the employee)

THE PRIME MINISTER AS THE APPOINTING AUTHORITY FOR THE CROWN

1. Commencement of employment

Your employment began on **[REDACTED]**

2. Job title and duties

2.a You are appointed in accordance with Article 3(2) and (3) of the Civil Service Order in Council 1995 (as amended) as a Special Adviser and the Prime Minister's Chief of Staff in the Cabinet Office. You will not be subject to the restriction applying to Special Advisers, that they are appointed for the purpose only of providing advice. Your primary purpose will be to co-ordinate the work of both the political and the non-political side of ~~10 Downing Street~~. Permanent civil servants in ~~10 Downing Street~~ may work directly for you.

the First Minister's role.

*

*

2.b A description of the role and duties of Special Advisers is set out in Part 1 of Schedule 1, and you will carry out your duties in accordance with those provisions, subject to the modification in 2.a above, so as to serve the objectives of the Government and the Department.

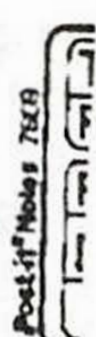
the First Minister's Private Office

3. Cabinet Office Management Code

The details of your terms and conditions are set out in the Cabinet Office Management Code (the Code), a copy of which is available for inspection in Personnel Division. Those parts of the Code which have contractual effect, as amended from time to time, form part of your contract.



CABINET



EXTRACT FROM
CONTRACT OF
ALASTAIR CAMPBELL

efax
[Barcode]

This document sets out your principal terms and conditions of employment. It incorporates the written particulars required by the Employment Rights Act 1996 and, together with the Cabinet Office Management Code, constitutes your contract of employment with the Crown.

Names of parties

ALASTAIR JOHN CAMPBELL (the employee)

THE PRIME MINISTER AS THE APPOINTING AUTHORITY FOR THE CROWN

1. Commencement of employment

Your employment began on 2 May 1997.

2. Job title and duties

2.a You are appointed in accordance with Article 3(2) and (3) of the Civil Service Order in Council 1995 (as amended) as a Special Adviser ~~and Chief Press Secretary to the Prime Minister in the Cabinet Office. You will not be subject to the restriction applying to Special Advisers that they are appointed for the purpose only of providing advice. Your primary purpose will be to present Government information and publicity and you will be able to speak to the media on the Government's behalf and coordinate the Government's information activity. The permanent civil servants in the Press Office and the Strategic Communication Unit in 10 Downing Street~~

2.b A description of the role and duties of Special Advisers is set out in Part 1 of Schedule 1, and you will carry out your duties in accordance with those provisions, ~~subject to the modifications in 2.a above and 2.b below~~ so as to serve the objectives of the Government and the Department.

3. Cabinet Office Management Code

The details of your terms and conditions are set out in the Cabinet Office Management Code (the Code), a copy of which is available for inspection in Personnel Division. Those parts of the Code which have contractual effect, as amended from time to time, form part of your contract.

4. Salary

4.a Your basic salary is [redacted] per annum which is within the Senior Civil Service Pay Band 7; £68,840 to £103,670 per annum. You will be paid monthly in