

Branch Heads
Section Heads

From: Anne Burnett PS/PS(L)

Date: 2 October 1991

INTRODUCTION

1. Firstly, let me introduce myself I have recently taken over from Mary Delfgou as private secretary to Lady Hooper.

ISSUES UPDATE

2. Following the summer break, PS(L) would like a note updating her on current issues on the subjects that she has responsibility for. Could I have this by 14 October please?

DOMESTIC ISSUES

3. It would be helpful to the smooth running of the office if we could have anything for the box by 4pm. Where a visit, meeting, oral PQ or debate are involved could we have two flagged copies of the briefing two days prior to the meeting/visit etc.
4. PS(L)'s subjects are split between Alison Herbert (the assistant private secretary) and myself:

Private Secretary

Disablement Services
(incl. younger physically disabled)

Dental Services

Ambulance Services

Blood Products

Private Health Sector

Voluntary Sector
(Section 64 Grants)

Research

International Health Matters
(incl. European Community)

Assistant Private Secretary

Elderly

NHS Services for Children

Prevention and Health
Promotion (incl. Nutrition
and smoking)

Drug and Alcohol Abuse

Inner Cities

Hospital Security

5. Please ring me if there is anything you wish to discuss.

GRO-C

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