

FOI Reference Number: FOI/118/1920

Date: 23/07/2019

Request:

Under the Freedom of Information Act, please could I have a copy of any internal guidance document that you have for council officers on how to draft replies to correspondence.

I am primarily interested in guidance for council officers on how to draft responses for cabinet members. These responses would be sent in response to enquiries made by AM's and MPs. Your cabinet office may be able to help with this. This guidance might include templates, a list of "dos and don'ts", guidance on data protection / confidentiality and guidance on the style which individual cabinet members prefer.

Response:

Thank you for your information request which Mid and East Antrim Borough Council received on 02/07/2019.

Please find below Mid and East Antrim Borough Council's response to the information you requested in relation to any internal guidance documents.

Council do not have any documents or guidance on cabinet correspondence.

If you are dissatisfied with the handling of part of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Chief Executive at the Braid Ballymena Town Hall, 1-29 Bridge Street, Ballymena, BT43 5EJ.

Please remember to quote the reference number FOI/118/1920 in any future communications.

If you are not content with the outcome of an internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please be advised that Mid and East Antrim Borough Council may release the response to this information request into the public domain via our website at <https://www.midandeastantrim.gov.uk/>.

If we publish our response to your request, your personal data will be removed to protect your privacy.