

Dear [REDACTED]

FOI 23-060

Due Date: 07 February 2024

Return to IG Team: 17th January 2024

We've received the following FOI request via email:

I see from your web page that there are other committee meetings which weren't included in previous requests. Namely the people and remuneration committee and the governance and nomination committee.

Can I please have the minutes for these committee meetings for financial years 2020/21, 2021/22, 2022/23

Please can you acknowledge receipt of this email and indicate whether you hold the information? Please can you also provide us an indication of how much information there is likely to be for this request i.e. how frequently do each of these meetings take place?

If the information is not held by your BU can you respond to: FOIRequests@british-business-bank.co.uk as soon as possible for this request to be redirected..

If you feel an exemption should be engaged, please contact the FOI Office ASAP to discuss as there are a variety of templates held which may assist in your decision-making process.

If you need to consult with any third parties, please ensure there is a comprehensive email trail outlining the discussion and any concerns they may have.

Please ensure the FOI Ref. is included in the email subject line for all correspondence.

Kind regards

[REDACTED]

Manager, Information Governance

[REDACTED]

t: +44 (0)114 206 2131

m: [REDACTED]

Steel City House, West Street, Sheffield, S1 2GQ

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Thanks [REDACTED] we'll get this info for you in a shared folder.

Do you want us to mark up any proposed redactions before we share them?

Many thanks

[REDACTED]

[REDACTED]
Deputy Company Secretary

Guest wifi password: **G\$t_B3B!**

[Secretariat intranet page: meeting dates - ToR - CoSec contacts](#)

Hi [REDACTED]

Thanks for the reply. Yes, please can you mark up the redactions?

Thanks

[REDACTED]
[REDACTED]
Manager, Information Governance

[REDACTED]
t: +44 (0)114 206 2131

m: [REDACTED]

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Good morning everyone

Please note that we've received a new FOI today (FOI 23-060) with a deadline of 7 February 2024. The request asks for the following information:

I see from your web page that there are other committee meetings which weren't included in previous requests. Namely the people and remuneration committee and the governance and nomination committee.

Can I please have the minutes for these committee meetings for financial years 2020/21, 2021/22, 2022/23

The request has been sent to colleagues in CoSec who have confirmed receipt and are working on collating the information.

Kind regards

[REDACTED]
[REDACTED]
Manager, Information Governance

[REDACTED]
t: +44 (0)114 206 2131

m: [REDACTED]

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Hi [REDACTED] is that from a requestor who has made previous requests for minutes, and if so can you identify which ones for me please? (For example, is it linked to the request which is being appealed to the FTT?)

regards

[REDACTED]
Director, Corporate
Legal and Governance

[REDACTED]
t: +44 (0)114 206 2131
m: [REDACTED]

Hi [REDACTED]

It came in from [REDACTED] via What do they know. He has previously made several other requests, some of which were for meeting minutes. I've extracted a list of previous requests from our FOI Register spreadsheets:

ID	Case Status	Requestor Name	Correspondent Organisation	Request Receipt Date	Request Acknowledged Date	Request Forwarded to Bus. Unit Date	Deadline Date for Response	Date Respon Sent
23-015	Closed	[REDACTED]	WDTK	18/05/2023	18/05/2023	18/05/2023	16/06/2023	09/06/2023

23-020	Closed	[REDACTED]	WDTK	08/06/2023	08/06/2023	08/06/2023	06/07/2023	30/06/2
23-060	Select	[REDACTED]	WDTK	10/01/2024	10/01/2024	10/01/2024	07/02/2024	

21-119	Closed	[REDACTED]	WDTK	27/10/2021	27/10/2021	27/10/2021
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Thanks

[REDACTED]

[REDACTED]
Manager, Information Governance

[REDACTED]
t: +44 (0)114 206 2131

m: [REDACTED]

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ta

regards

[REDACTED]
Director, Corporate
Legal and Governance

[REDACTED]
t: +44 (0)114 206 2131

m: [REDACTED]

Do we know who this was from?

Thanks

[REDACTED]

Hi [REDACTED]

The request is from an individual named [REDACTED] who has made several previous requests.

Thanks

[REDACTED]

[REDACTED]
Manager, Information Governance

[REDACTED]
t: +44 (0)114 206 2131
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Hi [REDACTED]

Advice from Rachel is to continue with FOI request but remove staff members below MD level names and in addition job titles where they are the only one in the organisation with that job title. This will keep us in line with the ongoing FTT advice. I have said we will check back in on anything we think may be subject to legal privilege and commercially sensitive.

Best regards

Phillipa

Phillipa Nazari
Director Information Governance/ Data Protection Officer

phillipa.nazari@british-business-bank.co.uk
t: +44 (0)114 206 2131
m: [REDACTED]

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Thanks Phillipa – and just so I'm clear – the job titles where there is only one in the organisation – I'm assuming that only applies to below MD level too?

Many thanks

[REDACTED]

Hi [REDACTED]

Yes, that's right.

P

Phillipa Nazari

Director Information Governance/ Data Protection Officer

phillipa.nazari@british-business-bank.co.uk

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Super – thank you !

Hi [REDACTED]

I'm not sure whether it's possible for IT to do it, but we could ask them. I'll email Suneet and copy you in.

Thanks

[REDACTED]

[REDACTED]

Manager, Information Governance

[REDACTED]

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From: [REDACTED]

Sent: Tuesday, January 23, 2024 4:57 PM

To: FOI Requests <FOIRequests@british-business-bank.co.uk>

Cc: [REDACTED]

Subject: RE: [REDACTED] Form for FOI 23-060

Hello,

I have found a set of minutes which fall into the scope of the request which are password protected but there is no record of the password in our records. Is removing the protections something we're able to ask IT to assist with do you know?

Many thanks

██████████

From: ██████████
Sent: Tuesday, January 23, 2024 1:53 PM
To: FOI Requests <FOIRequests@british-business-bank.co.uk>
Cc: ██████████
Subject: RE: ██████████ Form for FOI 23-060

Hiya – please see attached the completed form. Let me know if you need any other information at all.

Many thanks

██████████

From: ██████████
Sent: Tuesday, January 23, 2024 1:35 PM
To: ██████████
Cc: FOI Requests <FOIRequests@british-business-bank.co.uk>
Subject: RE: ██████████ Form for FOI 23-060

Thanks. Please could you reply to FOI (copied in) as well please? Sorry, I should have sent the initial email form this address.

Thanks

██████████

From: ██████████
Sent: Tuesday, January 23, 2024 1:17 PM
To: ██████████
Subject: RE: ██████████ Form for FOI 23-060

That's great – thanks so much ██████████ I'll get this filled in and send back to you.

From: ██████████
Sent: Tuesday, January 23, 2024 1:05 PM
To: Megan Webster <Megan.Webster@british-business-bank.co.uk>
Subject: ██████████ Form for FOI 23-060

Hi ██████████

Thanks for your time just now. Please see the ██████████ Form attached. We send this ██████████ when we ask them to carry out IT searches on our behalf. Please let me know if you need help completing it.

Thanks

█

█

Manager, Information Governance

█

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m: █

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From: █ >

Sent: Wednesday, January 24, 2024 11:04 AM

To: FOI Requests <FOIRequests@british-business-bank.co.uk>

Cc: █

Subject: RE: FOI 23-060 Query

Hi █

Just following on, with regards to the word document which is password protected can you get a separate call logged for this also on the IT Service Desk.

Kind Regards

█

From: █

Sent: Wednesday, January 24, 2024 10:04 AM

To: FOI Requests <FOIRequests@british-business-bank.co.uk>

Cc: █

Subject: RE: FOI 23-060 Query

Hi █

You need to log the request on the IT Service Desk portal and they will log this with █

With regards to the password stuff, I will come back to you shortly.

Kind Regards

█

From: FOI Requests <FOIRequests@british-business-bank.co.uk>
Sent: Wednesday, January 24, 2024 8:58 AM
To: [REDACTED]
Cc: [REDACTED] FOI Requests
<FOIRequests@british-business-bank.co.uk>
Subject: FOI 23-060 Query

Hi [REDACTED]

We're dealing with an FOI which has asked for copies of the remuneration committee minutes. One of the sets of minutes is password protected, and it appears that the password isn't known to current members of staff. Do you know if IT have the capability of removing the password from the file? I believe it's in Word format.

Also, as part of the request, we need [REDACTED] to do some email searches. We've completed the [REDACTED] search form, but do you know where we need to send it to?

Thanks

[REDACTED]

[REDACTED]
Manager, Information Governance

[REDACTED]
t: +44 (0)114 206 2131
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Dear Colleague,

This is an automated message to confirm that your submission has been received.

We will be back in touch once this has been assigned to an analyst.

For urgent and business critical issues you may also wish to call our Support Desk on [REDACTED]

Kind Regards,

IT Service Desk Team

Email: [REDACTED]

Jira Admin commented:

We've received your ticket,

Thanks,
IT Service Desk

A new comment has been added to the ticket that you have raised

We've received your ticket,

Thanks,
IT Service Desk

[REDACTED]

This is shared with Robert Jackson.

Help Center, powered by [Jira Service Management](#), sent you this message.

Reece Harrod commented:

Hi All

I have raised a ticket with [REDACTED] to carry out the search, and i will update you once i hear back from them

"Email Service Request (#137020)"

Kind Regards

[REDACTED] changed the status to Under review.

Jira Admin commented:

This ticket has been assigned to an agent and is being currently reviewed. We will update you shortly.

Kind Regards,

The Service Desk Team

[REDACTED] changed the status to On hold.

This is shared with [REDACTED], Phillipa Nazari, and FOI Requests.

Help Center, powered by [Jira Service Management](#), sent you this message.

Dear Mr Spink

Thank you for the FOIA, which we received on 10 January 2024, for information relating to Remuneration committee.

Your request for information has been dealt with in accordance with the Freedom of Information Act 2000 ("FOIA").

Under section 1(1)(a) and 1(1)(b) FOIA, I can confirm that the BBB does hold the information requested.

We are of the view that the exemption found at section 43(2) FOIA (prejudice to commercial interests) applies to some of this information.

The exemption for section 43(2) is a qualified exemption which means that we have to carry out a public interest test and liaise with third parties. Due to this, we are able to extend the timescale for responding to you until 06 March 2024. However, we will try and respond before this if possible.

If you are not satisfied with the way in which we have dealt with your request for information, then in accordance with the Act you may ask us to conduct an internal review. Internal review requests should be submitted within 40 working days of the date of receipt of the response to your original request and sent to FOIRequests@british-business-bank.co.uk.

If, following an internal review, you remain unhappy you have the right to apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner's Office cannot make a decision unless you have already exhausted British Business Bank's internal review procedure.

The ICO can be contacted at:
The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF or
see their website for alternative contact details: www.ico.org.uk.

If you have any queries about this e-mail, please contact the FOI Team on FOIRequests@british-business-bank.co.uk, quoting the reference number.

Yours sincerely,

FOI Officer

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From: FOI Requests <FOIRequests@british-business-bank.co.uk>
Sent: Wednesday, January 10, 2024 9:59 AM
To: [REDACTED] <request-1068468-b750e755@whatdotheyknow.com>
Cc: FOI Requests <FOIRequests@british-business-bank.co.uk>
Subject: FOI 23-060 Acknowledgement

Dear Mr Spink

RE: Freedom of Information Request

Thank you for your request for information which we received on **10 January 2024** regarding:

I see from your web page that there are other committee meetings which weren't included in previous requests. Namely the people and remuneration committee and the governance and nomination committee.

Can I please have the minutes for these committee meetings for financial years 2020/21, 2021/22, 2022/23

I am pleased to acknowledge your request on behalf of the British Business Bank

We will be dealing with your request for information in accordance with the Freedom of Information Act 2000 (FOIA).

Under the Act we have 20 working days to respond to your request and we expect to be in a position to reply to you by **07 February 2024**.

Dealing with your request:

In normal circumstances we should be able to (a) confirm or deny that we hold this information and (b) if we hold it, send it to you within the statutory timescale of 20 working days. You should note however that the FOIA defines a number of exemptions which may prevent us complying with either of these duties. We will explain if this is the case and if we apply the 'public interest test' to our decision.

If you have any queries about this e-mail, please contact me quoting the reference number above in any future communications.

Further information about the FOIA and the Environmental Information Regulations may be found on the Information Commissioner's website [here](#).

Yours sincerely,

FoI Officer
British Business Bank



Dear [REDACTED],

Thank you for your email.

I apologise for the delay in responding to you, as explained in our email to you dated the 31st January we will respond to your entire request not later than by the 6th March 2024.

Best regards

FOI Officer

British Business Bank
Steel City House, West Street, Sheffield, S1 2GQ
t: +44 (0)114 206 2131 | w www.british-business-bank.co.uk

-----Original Message-----

From: [REDACTED] <request-1068468-b750e755@whatdotheyknow.com>
Sent: Thursday, February 8, 2024 10:02 PM
To: FOI Requests <FOIRequests@british-business-bank.co.uk>
Subject: RE: FOI 23-060 Acknowledgement

CAUTION: This email has originated from outside British Business Bank. Please do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear FOI Requests,

I note your potential use of S.43(2) for the remuneration committee minutes. Where is the response to the remainder of my request namely the the governance and nomination committee minutes? This was due yesterday. You are now in breach of your obligations to provide the information within 20 working days and out of time to extend it pending conducting a public interest test.

Yours sincerely,

[REDACTED]

[REDACTED] commented:

Hi Phillipa

[REDACTED] got the go ahead from Karen so i have now given [REDACTED] access to [REDACTED] mailbox.

Kind Regards

[REDACTED]

This is shared with Phillipa Nazari, [REDACTED], and FOI Requests.

Help Center, powered by [Jira Service Management](#), sent you this message.

Phillipa Nazari
Director Information Governance/ Data Protection Officer

phillipa.nazari@british-business-bank.co.uk

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m: [REDACTED]

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From: BBB Group Secretariat <bbbgrousecretariat@british-business-bank.co.uk>

Sent: Thursday, February 15, 2024 5:22 PM

To: [REDACTED]

Cc: [REDACTED]; Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>; [REDACTED]

Subject: BBB Freedom of Information request

Good afternoon,

Further to our meeting on 16th January, I am writing to let you know that we have now completed an initial review of the Bank's People and Remuneration and Governance and Nomination Committee minutes for 2020/21, 2021/22, and 2022/23.

I have loaded a number of documents to Diligent this afternoon ready for UKGI's review. As I understand it [REDACTED] will arrange to download and share the documents with you from there.

[REDACTED] – I have made the documents viewable for you and [REDACTED] under the BBB Group Board tab or via [REDACTED]. Let me know if you have any issues accessing the documents or if you have any questions.

Once you have reviewed, please do let us know if there is any information contained in the minutes which has not been redacted which you think should be and let us know which exemption under FOI you think applies. The redactions already made in the loaded documents mostly relate to the personal data exemption (section 40 (2) under FOI).

There are some remaining minutes which have not yet been loaded to Diligent which are still going through our internal checks (approx. 9 documents). We will share these documents as soon as possible once our checks have been finalised which we hope to be by Thursday next week.

If you can please let me know if you have any comments by 23rd February that would be much appreciated and help us meet the FOI deadline.

Many thanks

[REDACTED]

[REDACTED]

Senior Assistant Company Secretary

[REDACTED]

8 Salisbury Square, London, EC4Y 8AP

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[REDACTED] changed the status to In Progress.

[REDACTED]

This is shared with Phillipa Nazari, Megan Webster, and FOI Requests.

Help Center, powered by [Jira Service Management](#), sent you this message.

[REDACTED] changed the status to Resolved.

[REDACTED] resolved this as Done.

From: [REDACTED]
Sent: Wednesday, February 21, 2024 3:47 PM
To: FOI Requests <FOIRequests@british-business-bank.co.uk>; Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>
Subject: RE: FOI 23-060 - Discussion

Thanks Phillipa. What does PIT stand for?

From: FOI Requests <FOIRequests@british-business-bank.co.uk>
Sent: Wednesday, February 21, 2024 3:46 PM
To: [REDACTED] Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>
Cc: FOI Requests <FOIRequests@british-business-bank.co.uk>
Subject: RE: FOI 23-060 - Discussion

[REDACTED] can put his reasoning forward and input into the PIT but louis has ultimate sign off that it is his view as Qualified person.

P

Phillipa Nazari
Director Information Governance/ Data Protection Officer

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From: [REDACTED]
Sent: Wednesday, February 21, 2024 3:44 PM
To: Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>
Cc: FOI Requests <FOIRequests@british-business-bank.co.uk>
Subject: RE: FOI 23-060 - Discussion

Great – thanks Phillipa

On 24th March – do you think [REDACTED] reason would be reason enough to exempt under section 36 – or can only Louis make that judgement call?

On 13th – I agree – if not disastrous doesn't feel like it would be a strong enough reason to exempt – I'll go back to him to clarify. I'll also share it with UKGI as they may have a view.

Many thanks !

[REDACTED]

From: Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>
Sent: Wednesday, February 21, 2024 3:34 PM
To: [REDACTED]
Cc: FOI Requests <FOIRequests@british-business-bank.co.uk>
Subject: RE: FOI 23-060 - Discussion

Hi [REDACTED]

Paddy is off so can't ask; therefore suggest we take out on personal data basis. FOI is due 6th March.

13th I am not sure it would stick would have been useful to hear from louis what the impact of disclosure would be.. given he thinks it is not disastrous... feels like disclosure is the right thing.

24th March again would have to be Section 36

Hope this helps..

Phillipa

Phillipa Nazari
Director Information Governance/ Data Protection Officer

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m: [REDACTED]

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From: [REDACTED]
Sent: Wednesday, February 21, 2024 3:21 PM
To: Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>
Subject: RE: FOI 23-060

Hiya – hope you're well.

Sorry to chase but I'm conscious UKGI need to be sent the outstanding minutes referred to below. Can you please let me know the approach for:

13 October 2022 – details in my email below
24 March 2022 – as above

27 April 2022 – as above

Can you also please let me know the deadline for the FOI response as UKGI have asked again?

A quick update on some of the others:

minutes 22 April 2020, 1 July 2020, 1 March 2022 - BPC carried interest plan – these have now been checked by HR and our NED [REDACTED] and they think ok to release. There is one paragraph [REDACTED] thinks we should ideally run by NLF as a courtesy as they *may* want it redacted. I have reached out to BPC colleagues for a contract name and just waiting to hear back. In the meantime I will share with UKGI to get the ball rolling on their review but let them know we will update them if we propose any redactions following NLF's review.

Missing minutes – I have now reviewed [REDACTED] inbox (previous interim head of HR) including her archive folders and have not been able to locate any minutes so I think we can conclude these were probably never written up / we don't hold them.

Password protected GNC minutes from June 2020 – as mentioned below I have treated the copy I found on Diligent as final and have now applied a couple of personal data redactions – everything else ok to release. These are ready for UKGI review so I will send across.

[REDACTED] **minutes** – I will follow up with [REDACTED] to check whether his Private and Confidential minutes are ready to share with UKGI. I think you caught up with [REDACTED] yesterday but he's on leave this afternoon so I will try and catch up with him tomorrow.

Many thanks

[REDACTED]

From: [REDACTED]
Sent: Monday, February 19, 2024 9:29 AM
To: Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>
Subject: RE: FOI 23-060

Hiya,

Query was should some/all of the purple text under item 7 be redacted under personal data exemptions. We don't currently publish salary levels for ExCo members (other than Executive Directors on the Board). These minutes do not refer to salary levels but do refer to discussions on salary increases and the GC [REDACTED] etc (she has now left the org) and that she was due to get another increase. The GC left the org after this and I do not know if she was aware she was due to get another pay increase if she stayed.

Paddy won't have seen this before but later became aware of the discussions in relation to the GC's salary I believe when he was in the interim CPO role. But he won't have seen the information on himself and his own pay rise I believe.

I'm not sure in what capacity you wanted him to look at this – I think possibly with his overall responsibility for FOI team and chair of FOI panel hat on but also to sense check whether personally he would expect/not expect this sort of information to be released.

Hope that helps 😊

24 March 2022 – I checked the highlighted paragraph (yellow) with [REDACTED]. His preference is to redact if at all possible. His view was that ideally he would not want to disclose which areas are paid below lower quartile as this could impact people's desire to want to work in those areas. The information is also out of date now and we are due to publish information on our pay bands and benchmarking shortly. I said I would check with you whether an exemption could be applied in the circumstances. I didn't make any promises in that regard and he knows that ultimately we may need to publish if an exemption does not apply.

minutes 22 April 2020, 1 July 2020, 1 March 2022 - BPC carried interest plan – I am still trying to track down a point of contact for Nuclear Liabilities Fund to check whether there are any concerns from them here. Tim reviewed and thinks it is probably fine to disclose but agreed it would be best to ask them (and our NED Russ Cummings) if we can.

27 April 2022 – did you get a steer from Paddy yet on these?

Missing minutes – I now have access to [REDACTED] old inbox but the emails only go back to Feb 2023. I have asked IT whether they can give me access to her archive.

Password protected GNC minutes from June 2020 – IT have said they cannot remove the password from this document. I have however found a draft version on Diligent and the next meeting minutes confirm the minutes were approved so I think we could use this version if you agree? Some personal data exemptions will need to be applied which I can work through before sharing with DBT.

Can you please remind me what the final deadline is to respond to the FOI? UKGI have asked how long they will have to review the remaining documents once our internal enquiries have been completed.

Many thanks

[REDACTED]

[REDACTED] [REDACTED]

Senior Assistant Company Secretary

[REDACTED]

8 Salisbury Square, London, EC4Y 8AP

t: +44(0) 203 772 1340 | m: [REDACTED] w: www.british-business-bank.co.uk



Can you speak to IT to get access to [REDACTED] to the FOI folder to save the documents please? You need to give them the full file path and this is the authorisation from me. [REDACTED] will need confirm when it as been done so IT can revoke access.

Cheers

Phillipa

Phillipa Nazari

Director Information Governance/ Data Protection Officer

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From: FOI Requests <FOIRequests@british-business-bank.co.uk>

Sent: Tuesday, March 5, 2024 3:48 PM

To: Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>

Cc: FOI Requests <FOIRequests@british-business-bank.co.uk>

Subject: FW: FOI 23-060

Hi Phillipa

Forwarding this to you in regards 23-060 to know what the next steps should be as it is due tomorrow.

Many thanks

[REDACTED]

Information Governance Analyst

[REDACTED]

Steel City House, West Street, Sheffield, S1 2GQ

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From: [REDACTED]

Sent: Tuesday, March 5, 2024 11:56 AM

To: FOI Requests <FOIRequests@british-business-bank.co.uk>

Cc: [REDACTED]; Phillipa Nazari <Phillipa.Nazari@british-business-bank.co.uk>

Subject: FOI 23-060

Good morning,

Our internal review of the People and Remuneration Committee and Governance and Nomination Committee minutes which fall into this request has now been largely completed and the necessary exemptions applied. As requested I have marked up a comment against each redacted section to confirm the exemption category which has been applied. These include:

- Section 40 (2) personal data and;
- Section 22 – information we plan to publish at a future date.

No Section 36 or other exemptions have been applied although I have one outstanding query with Louis on a potential one from March 2022– though I think unlikely to be applied. I will chase his reply today.

As I understand it you will now finalise a cover letter to be sent to the requestor along with the information to be released. A few additional things to mention in the cover paper:

- Some of these minutes still have the draft watermarks applied. We believe these to be the final, approved versions and the watermark has been left on due to an admin over-sight.
- The minutes from 13 October refer to a separate minute to capture item 2. We have done an extensive search for these minutes including an inbox search (facilitated by IT as the relevant individual has now left the organisation) and have not been able to locate these minutes. We have therefore concluded we do not hold the information.
- There were no minutes for 2021/22 for the Governance and Nomination Committee held in our records.

Please let me know where I should save the redacted PDFs as there are too many to send via email.

Many thanks

[Redacted]

[Redacted]

Senior Assistant Company Secretary

[Redacted]

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Good afternoon – just to confirm that Louis has confirmed no section 36 exemption should apply to the minutes from March 2022 which was the last outstanding query.

Many thanks

[REDACTED]

Hi Phillipa

Kindly find response attached for 4 eyes.

Thank you.

[REDACTED]
Information Governance Analyst

[REDACTED]

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Dear Mr Spink,

I would like to apologise for the late response.

If you would still like to us to continue with your internal review following the receipt of this information, please let us know.

Yours sincerely

