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19 December 2008

Dear Mr Griffiths

**FREEDOM OF INFORMATION REQUEST; REFERENCE FOI260606**

I refer to your email (reference 1148-9dbOb500) dated 1 December 2008 in which you request, under the Freedom of Information Act 2000, information regarding security training in the Cabinet Office.

The Cabinet Office attaches importance to ensuring that all its staff have the appropriate skills and training needed in order that they can undertake their jobs to an appropriate standard. Although not a legal requirement, the department decided that its guard force should undertake the required training necessary to achieve an SIA licence in order to ensure that the security guards would possess a high level of competence and that we would meet the industry's best practice and standards. The issue and awarding of the licence both demonstrated that the standard had been achieved and also recognised the work that those involved had done in order to achieve that standard.

As I mentioned in our answer to your Freedom of Information request number 257696, the training and issuing of the SIA licences was not done in preparation of the guard force being transferred to our Total Facilities Management provider.

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request or wish to request an internal review, you should write, again referring to the above reference to:

Sue Gray  
Director  
Cabinet Office  
70 Whitehall  
London  
SW1A 2AS

email: [foiteam@cabinet-office.x.gsi.gov.uk](mailto:foiteam@cabinet-office.x.gsi.gov.uk)

You should note that the Cabinet Office will not normally accept an application for internal review if it is received more than two months after the date that the reply was issued.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot make a decision



unless you have exhausted the complaints procedure provided by Cabinet Office. The Information Commissioner can be contacted at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours faithfully

**JERRY PAGE**