



10 DOWNING STREET

LONDON SW1A 2AA

020 7930 4433

[www.number10.gov.uk](http://www.number10.gov.uk)

15 December 2008

Dear Mr Robinson

Thank you for your email of 15 November about the handling of correspondence by the Prime Minister's Office – including from members of the public.

Your request has been handled under the Freedom of Information Act 2000.

We hold a copy of the following guidance *Handling Correspondence from members of Parliament, Members of the House of Lords, MEPs and Members of Devolved Assemblies. Guidance for Departments*. The information contains a section which explains: *Although this guidance is primarily aimed at handling correspondence from MPs and Peers, departments should adhere to the principles set out in this guidance when handling correspondence from members of the public.*

Copies of this are available on the Cabinet Office website [[http://www.cabinetoffice.gov.uk/media/cabinetoffice/propriety\\_and\\_ethics/assets/correspondence.pdf](http://www.cabinetoffice.gov.uk/media/cabinetoffice/propriety_and_ethics/assets/correspondence.pdf)].

We do not hold other recorded information that falls within the terms of your request.

Yours sincerely

**NICHOLAS HOWARD**

Mr Fred Robinson



10 DOWNING STREET  
LONDON SW1A 2AA

If you are unhappy with the level of service you have received from this office in relation to any aspect of your request, you may ask for an internal review.

You should contact:

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 the internal review, you have the right to apply directly to the Information Commissioner's Office for a decision. The Information Commissioner can be contacted at:

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