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Mr Robert Smith  
[request-8147-713fd0e9@whatdotheyknow.com](mailto:request-8147-713fd0e9@whatdotheyknow.com) (by email)

16 March 2009

Dear Mr Robert Smith.

I am writing to confirm that the Cabinet Office has now completed its search for the information which you requested on 15 February 2009.

A copy of the information is enclosed entitled 'Guide to Minute Taking'.

It may also be useful to you look at the Cabinet Secretariat's guide to Cabinet Committee business available on the Cabinet Office internet site [http://www.cabinetoffice.gov.uk/secretariats/cabinet\\_committee\\_business.aspx](http://www.cabinetoffice.gov.uk/secretariats/cabinet_committee_business.aspx) which contains general information on the proceedings of Cabinet Committees and on minutes.

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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 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.

Yours sincerely,

A handwritten signature in black ink that reads "MKing". The letters are cursive and connected.

**Marcia King**

