22nd June 2012

Mr John Cross
By email only: request-117061-64015108@whatdotheyknow.com

Dear Mr Cross

FREEDOM OF INFORMATION ACT 2000

Further to my letter to you of 20th June, explaining that an extension to the deadline for responding to your request for information under the Freedom of Information Act 2000 (the Act) dated 19th May, I am now in a position to respond to your request. You requested copies of all policies and procedures relevant to the arrangements:

(a) leading up to the making of Royal Proclamations
(b) leading up to the making of Orders in Council
(c) leading up to the making of Orders of Council
(d) for formalities connected with Ministerial changes.

You add, “As an example of the sorts of procedures I would expect to be in place, when a University or other chartered body requests a change to its own charter there must be a procedure to decide whether or not the changes are appropriate. In particular, someone must check that the proposed changes result in an unambiguous and internally consistent constitution for the body in question which is free from spelling mistakes and other errors”.

I attach a document setting out a digest of the procedure used by Privy Council Office staff in the lead up to the making of various Orders of and in Council. Please note that no exemptions were applied to withhold any information; we found that the balance of public interest lay in disclosing the information.

As part of our obligations under the Act, the PCO has an independent review process. If you are dissatisfied with this reply, you may write to request an internal review within two calendar months of the date of this letter by writing to: The Clerk of the Council, Privy Council Office, 2 Carlton Gardens London SW1Y 5AA. E-mail: pcosecretariat@pco.x.gsi.gov.uk.
If you are not content with the outcome of the 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. Website: www.ico.gov.uk

Yours sincerely

Ceri King