Reference: FOI2017-008

Date: 6 January 2017

Derry Felton

request-380333-d4b62d18@whatdotheyknow.com

Dear Derry Felton

**INFORMATION REQUEST**

Thank you for your request dated 6 January 2017.

Please find enclosed our leaflet giving guidance on our procedure for managing requests for information, which is covered by the Freedom of Information Act 2000.

We are processing your request and will respond to you shortly.

In the meantime if you have any queries then please contact us at the above address.

Yours sincerely,

Bethan Salaman

Freedom of Information Co-ordinator