

Sent by email:
request-52923-a81aa93b@whatdotheyknow.com

Direct Line: 020 7944 5708

Web Site: www.dft.gov.uk

Our Ref: FOI 7135

Date: 17/12/10

Dear Mr Elibank

Freedom of Information Act Request

Thank you for your request under the Freedom of Information Act e-mailed on 26 November 2010.

You asked:

Please provide me with an electronic copy of the 'Treasury Guidance on Civil Service Grades'.

I am writing to advise you that following a search of our paper and electronic records, I have established that the information you requested is not held by this Department and we were unable to find an electronic copy on the HM Treasury website. It appears the document is now obsolete - see reference 21 and 34 at the link:

<http://www.civilservice.gov.uk/about/resources/pins/list.aspx>.

We do, however, hold a copy of the document "Treasury Grading Guidance" which is attached and can be found at :

http://transnet.dft.gsi.gov.uk/Journals/Files/1734/Treasury_grading.doc

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within two calendar months of the date of this letter by writing to the Department's Information Rights Unit at:

Zone D/04
Ashdown House
Sedlescombe Road North
Hastings
East Sussex TN37 7GA
E-mail: FOI-Advice-Team-DFT@dft.gsi.gov.uk

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner at Annex A.

Annex A - Your right to complain to ICI and the Information Commissioner

You have the right to complain about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that ICI has not complied with its FOI publication scheme.

If you wish to discuss any of the above, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

sent by e-mail

Carole Lovstrom

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
Wycombe House
Water Lane
Wycombe
Cheshire
SK9 5AF

Annex A - Your right to complain to DfT and the Information Commissioner

You have the right to complain about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its FOI publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

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