

#  13th November 2019

Dear I Simons

**Freedom of Information Request Reference No: 201911158**

Thank you for your request for information about:

**Finance team and recruitment**

Your request was received on 11th November 2019 and I am dealing with it in accordance with the Freedom of Information Act 2000. Under the terms of the Act you are entitled to a response within 20 working days of receipt.

If we cannot meet this deadline we will let you know the reasons and tell you when you can expect a response.

In some circumstances a fee may be payable and if that is the case, I will let you know.

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

**Carolyn Gorman**

**Freedom of Information Officer**