



Cabinet Office

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Jason Steele

By email: [request-730134-dc3e461d@whatdotheyknow.com](mailto:request-730134-dc3e461d@whatdotheyknow.com)

FOI Reference: FOI2021/03980

19 March 2021

Dear Jason Steele

We refer to your request where you asked:

*“Please provide recorded information (documents/manuals/guides) on policy formation.*

*For example what factors are considered? How policies are chosen? Criteria for acceptance.*

*This is traditionally called ‘policy initiation’.*”

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 the Cabinet Office.

We have interpreted your request to be for documented information on formal and established processes for initiating the policy formulation and development process. The Cabinet Office, like most public authorities, does not have a single set process for developing policy. There are many recognised styles and methodologies that can be used in the policy development process and individual policies will likely use a mix of such processes based upon the unique circumstances, needs and timing of the policies in question.

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:

Rachel Anderson  
Head of Freedom of Information  
Cabinet Office  
70 Whitehall  
London  
SW1A 2AS

email: [foi-team@cabinetoffice.gov.uk](mailto:foi-team@cabinetoffice.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.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the Cabinet Office. The Information Commissioner can be contacted at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rachel Anderson', is positioned below the 'Yours sincerely' text.

FOI Team  
Cabinet Office