



10 DOWNING STREET
LONDON SW1A 2AA
foi-team@cabinetoffice.gov.uk

9 April 2021

Dear Ms Montagu

Our ref: FOI2021/05213

Thank you for your email of 9 March in which you make a number of requests under the Freedom of Information Act 2000, about the Downing Street Press Office. Your full requests are attached.

The Act provides access to recorded information. It does not require a public authority to create information in order to respond to a request, answer a question or provide comment.

We hold some recorded information in relation to your first five requests. Your final request is not a request for recorded information.

The information that we hold is exempt under Section 21 of the Act (*information accessible to the applicant by other means*).

Information on the structure and staffing of the Downing Street Press Office, as well as relevant contact details, is published as part of the Cabinet Office organogram of staff roles and salaries. This is accessible to you at:

<https://data.gov.uk/dataset/ff76be1f-4f37-4bef-beb7-32b259413be1/organogram-of-staff-roles-salaries>

The Government Communications Service is the professional body for Government communicators. Its website is at:

<https://gcs.civilservice.gov.uk/>

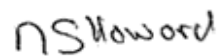
Their published guidance for Government communicators is available at:

<https://gcs.civilservice.gov.uk/guidance/>

On the templates used by the Press Office, press releases published by the Prime Minister's Office can be found on the following Gov.uk page:

<https://www.gov.uk/search/all?organisations%5B%5D=prime-ministers-office-10-downing-street&order=updated-newest&parent=prime-ministers-office-10-downing-street>

Yours sincerely

Handwritten signature of Nicholas Howard in black ink.

NICHOLAS HOWARD

Ms Kacey Montagu

Incoming queries:

- 1) Who runs the Downing Street Press Office?
- 2) What is the email address of the Downing Street Press Office?
- 3) What is the phone number of the Downing Street Press Office?
- 4) What guidance is issued to the Downing Street Press Office, please provide documents, etc?
- 5) What templates are they given for statements, please provide examples, etc?
- 6) How do journalists get access to the Downing Street Press Office?



10 DOWNING STREET
LONDON SW1A 2AA

If you are unhappy with the level of service you have received from this office in relation to any aspect of your request, you may ask for an internal review.

You should contact:

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

Email: 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 the internal review, you have the right to apply directly to the Information Commissioner's Office for a decision. The Information Commissioner can be contacted at:

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