



By email

request-520939-9bbe1428@whatdotheyknow.com

Our ref: 21/09/mu/597

19 October 2018

Dear Mr Oliver

Re: PHE Alcohol Leadership Board

Thank you for your request dated 21 September 2018 addressed to Public Health England (PHE). In accordance with Section 1(1)(a) of the Freedom of Information Act 2000 (the Act) I can confirm that PHE holds the information you have specified.

I have answered in the order you have requested the information:

- 1) *Who are the individuals, and from what organisations, that sit on the Alcohol Leadership Board?*

Please note in accordance with Section 40 – *personal information* exemption, I have redacted a small amount of third party information from the attached. Under PHE's disclosure policy, only senior staff who are in a post at Senior Civil Servant (SCS) pay band 2 and above are named and their position title given.

- 2) *How is the membership of the Board determined? And what skills and experiences are sought?*

Please see the terms of reference attached.

- 3) *How often do meetings take place?*

Please see the terms of reference attached.

- 4) *Are the minutes and agenda from meetings available? And if so, can they be provided?*

Please see the agendas attached. The minutes have not yet been finalised and have therefore not been included.

- 5) *How long can a member have a seat on the Leadership Board? Is there a defined time, or is the position indefinite?*

Please see the terms of reference attached.

If you have any queries regarding the information that has been supplied to you, please refer your query to me in writing in the first instance. If you remain dissatisfied and would like to request an internal review, then please contact us at the address above or by emailing foi@phe.gov.uk

Please note that you have the right to an independent review by the Information Commissioner's Office if a complaint cannot be resolved through the PHE complaints procedure. The Information Commissioner's Office can be contacted by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely

FOI team