

# Corporate Directorate



Emailed to:

Please ask for: Karen Smith  
Direct line: 01473 825753  
Fax number: 01473 825742  
Your reference:  
Our reference: MF137-1415  
E-mail: data.protection@babergh.gov.uk  
Please reply to: The Babergh Office

Date: 29<sup>th</sup> April 2014

Dear Mr May

Thank you for your request for information relating to job description submitted to Mid Suffolk District Council. Your request was received on 24<sup>th</sup> April 2014 and it is being dealt with under the terms of the Freedom of Information Act 2000.

In some circumstances a fee may be payable and if that is the case, I will let you know. A Fees Notice will be issued to you, and you will be required to pay before we will proceed to deal with your request.

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

Karen Smith  
Information Management. Specialist (Legal).

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**Strategic Director (Corporate):** Andrew Hunkin  
**Head of Corporate Organisation:** Peter Quirk, **Head of Corporate Resources:** Katherine Steel  
**Chief Finance Officers (S151):** Katherine Steel (Mid Suffolk), Barry Hunter (Babergh), **Monitoring Officer:** Kathryn Saward