

Declaration of compliance (SCS)

By signing off this response you are confirming that you have considered the following points, taken any necessary actions and either support the exemptions applied and/or have judged the material ready for release. You are also accepting responsibility for the release of all the information contained within this submission.

For requests that cover more than one policy area each SCS will be responsible for signing off information / exemptions for their respective policy area.

- Are there any sensitivities around releasing the information?
- If exemptions are being applied have they been applied correctly?
- Have you considered whether the information falls under policy in development (s.35) or prejudice to the effective conduct of public affairs (s.36)?
- Are SofS, Ministers or Private Office mentioned in the emails? They will need to be consulted. This is normally a good indication that s.35 may be in play.
- Are DGs or other SCS colleagues mentioned and have you sought their views on release?
- Are other Departments mentioned? Have they been consulted? This should happen in all cases where OGDs are mentioned as they are likely to have received the same request and we need a joined up approach.
- Is there any third party correspondence or email either with ALBs or external organisations? Do they need to be notified of the release? This is a local judgement called based on the sensitivity of the information.
- Have you redacted the names and contact details of all staff below SCS?
- Does the material relate to a live Ministerial priority? Do you need to seek a view from your DG or Private Office?
- Is the request from a journalist or relates to a live media issue? If so have you informed press office?

Please note that SCS clearance is final - once material is submitted to the FOI team you should not expect a further check before release. The FOI team offer an advisory service to help ensure the Department meets its legal requirements under the Act. If you feel you need additional legal advice on your request you should approach your policy legal team or alternatively we can put you in touch with our specialist information lawyers.

Further guidance on FOI including things to consider can be found on the intranet here:

<https://in.dh.gov.uk/how-to/manage-information/freedom-of-information/>