



Department for Business, Energy & Industrial Strategy

Enterprise, Strategy & Corporate
Department for Business, Energy &
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Our ref : FOI2022/00363

01 February 2022

Dear Ms Booth,

Thank you for your email of 5th January where you requested the following information:

For the meeting held on 23/09/2020 between Paul Scully MP and Legal & General, could you please provide the following information:

- ***A full list of attendees, including full names and titles as well as who the attendee represents***
- ***A copy of the meeting agenda***
- ***Meeting notes/minutes taken during the meeting, as well as any briefing notes and papers***
- ***Any correspondence associated with the attendees, including debriefs of the meeting via email or other forms of communication.***

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that we do hold some, but not all, of the information you have requested. Please see below:

1. ***A full list of attendees, including full names and titles as well as who the attendee represents***

The meeting was attended by Minister Scully, Minister Scully's Private Secretary, a BEIS official from the Small Business Payments Team, Elaine Cermak, Strategic Initiatives and Special Projects Lead at Legal & General, Daniel Keyworth, Chief Procurement Officer at Legal & General and John Godfrey, Corporate Affairs Director at Legal & General.

2. *A copy of the meeting agenda*

The agenda for the meeting was as follows:

- Introductions
- L&G update on action they are taking to support and engage with SMEs
- Government action and prompt payment to SMEs
- Reform of the Prompt Payment Code

3. *Meeting notes/minutes taken during the meeting, as well as any briefing notes and papers*

There were no meeting notes or minutes taken during the meeting, but I attach the briefing document prepared beforehand. Please note, the attendees shown on the briefing document are different to the answer provide to (1) above. This is because the brief was prepared before the meeting based on the expected attendees. The answer above provides information on those who actually attended.

Some information has been redacted and is being withheld under section 40 of the FOI Act 2000. Section 40(2) exempts information from disclosure if that information constitutes personal data of someone other than the applicant, and if disclosure of that information would contravene any of the data protection principles at Article 5 of the UK General Data Protection Regulation (UK GDPR). In this case, we believe disclosure would contravene the data protection principle at Article 5 (1) (a) of the UK GDPR which provides that Personal Data shall be processed "lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness, transparency')".

4. *Any correspondence associated with the attendees, including debriefs of the meeting via email or other forms of communication*

No information is held in scope of this part of your request.

Appeals procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be addressed to the Information Rights & Records Unit. It would be helpful if you can tell us why you are dissatisfied with the response to your request so we may address this during the internal review.

Information Rights & Records Unit
Department for Business, Energy and Industrial Strategy
1 Victoria Street
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SW1H 0ET
Email: FOI.Requests@beis.gov.uk

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Complaints can be made to the Information Commissioner via their website at: <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>.

Yours sincerely,

Business Growth Directorate