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**Our Ref: UKSBS-FOI2021-016**

15 March 2021

Dear Ermine,

Thank you for your request for information dated 14 March 2021 concerning:

You have claimed Section 12 exemption without providing me with effective advice and assistance to shape and refine my request so you can respond without exceeding the appropriate limit.

I direct your attention to your section 16 duty to provide me with advice and assistance.

To make it possible for you to comply without incurring excessive costs, I suggest you provide a list of the custodians (by job title; I do not need to know names) you believe to have been the recipients of communications requested.

That, of course, does not exhaust your duty to provide me with advice and assistance: you should also turn your minds to any other ways in which you can help me to refine my request so that it captures a representative picture of your dealings with Stonewall without exceeding the appropriate limit.

With regards to paragraphs 1 and 2 we would direct your attention to the paragraph included in our response S12 Exemption Letter:

*If you wish to significantly narrow the parameters of the information that you are requesting, we will endeavour to fulfil your request. As per the FOIA regulations we will close this request, any further requests will be treated as a new incident.*

With regards to paragraph 4, and pertaining to our Section 16 duty, may I suggest that the information you originally requested be broken down into individual requests. This may bring each request to within cost parameters.

Additionally, Question 3 of your original request asks for all communication we have received from Stonewall in 2019 or 2020 unless privileged or otherwise exempt from disclosure. There has been a significant amount of communications in this two year period and our advice would be, if this request were redefined in scope to 'communications specifically related to UKSBS' Stonewall application' this would assist in limiting the amount of information/communications that we would need to search for and consider for disclosure.

With regards to paragraph 3, your redefined scope of ask request is being handled under the terms of the Freedom of Information Act 2000, and you will receive a response within the statutory timescale of 20 working days as defined by the Act, which means you will hear from us on or before **8 March 2021**.

Yours sincerely,

**UKSBS Freedom of Information Team**