



Propriety and Ethics Team

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P John (request-11145-c02dbcdb@whatdotheyknow.com)

29 May 2009

## FOI request: FOI264947

Thank you for your email of 1 May requesting information under the Freedom of Information Act 2000. You asked:

- What records are Civil Service staff expected to keep when Civil Servants/Ministers meet with companies or lobbyists?
- What disciplinary measures apply to Civil Servants who consistently neglect to record meetings with companies or lobbyists?
- What instructions have been given to Home Office, BERR or other Government departments concerning the recording of meetings between Civil Servants/Ministers and Phorm/BT?
- What instructions have been given to Home Office, BERR or other Government departments concerning the disclosure of such meetings?

Guidance on civil servant's contacts with lobbyists can found at the following link  
[http://www.cabinetoffice.gov.uk/propriety\\_and\\_ethics/civil\\_service/lobbyists.aspx](http://www.cabinetoffice.gov.uk/propriety_and_ethics/civil_service/lobbyists.aspx).

Guidance on recording minutes of meetings can be found at  
<http://www.nationalarchives.gov.uk/documents/popapersguidance-full.pdf>

The Civil Service Code sets out the standards of behaviour expected of civil servants and forms part of the Civil Service Management Code which sets out the principles on conduct and discipline. Copies of the Civil Service Code and Civil Service Management Code can be accessed at <http://www.civilservice.gov.uk/about/work/cscode/index.aspx> and <http://www.civilservice.gov.uk/about/work/codes/csmc/index.aspx>

Information relating to guidance to departments relating to the disclosure of meetings between Civil Servants/Ministers and Phorm/BT is not held.

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request or wish to request an internal review, you should write to:

Sue Gray  
Director  
Cabinet Office  
70 Whitehall  
London  
SW1A 2AS



email: [foiteam@cabinet-office.x.gsi.gov.uk](mailto:foiteam@cabinet-office.x.gsi.gov.uk)

You should note that the Cabinet Office will not normally accept an application for internal review if it is received more than two months after the date that the reply was issued.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the Cabinet Office. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely

**Paul Ballinger**



INVESTOR IN PEOPLE