


From: [Harper, Phil](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: To Action SCS Clearance Required for [REDACTED] - PA Schools Council Meeting - Internal Deadline: 11/07/2024
Date: 09 July 2024 11:49:00
Attachments: [image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.png](#)

Thanks [REDACTED].

Happy with this.

Phil



Phil Harper
Deputy Director – Professional Regulation
Department of Health and Social Care
Mobile: [REDACTED]
[Follow us on Twitter @DHSCgovuk](#)

From: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Sent: Tuesday, July 9, 2024 11:20 AM
To: Harper, Phil <[REDACTED]@dhsc.gov.uk>
Cc: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Subject: FW: To Action SCS Clearance Required for [REDACTED] PA Schools Council Meeting - Internal Deadline: 11/07/2024

Hi Phil,

A further FOI on PAs here for clearance please – due back with the FOI team by 11th.

Hopefully unproblematic – happy to discuss.

Best wishes,



[REDACTED]
Professional Regulation
Secondary Care & Integration
Department of Health and Social Care
[REDACTED], Quarry House, Leeds, LS2 7UE
E [REDACTED]
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From: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Sent: Tuesday, July 9, 2024 11:10 AM
To: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Cc: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Subject: To Action SCS Clearance Required for [REDACTED] - PA Schools Council Meeting - Internal Deadline: 11/07/2024

God morning and thanks [REDACTED]

Please see the attached draft, which can be amended as you deem necessary and will require SCS clearance. Once agreed, please ensure your SCS clearance is attached to your reply.

Please return your cleared response by **11 July**.

Many thanks.

[REDACTED]



[REDACTED]
Ministerial Correspondence and Public Enquiries
39 Victoria Street, London, SW1H 0EU

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Further information on Freedom of Information (FOI) policy, including full guidance on the application of exemptions, can be found on the FOI intranet page: [Freedom of information | DHSC Intranet](#)

This email carries an OFFICIAL marking unless otherwise indicated

From: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Sent: Monday, July 8, 2024 2:41 PM
To: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Cc: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Subject: Contribution Request fo [REDACTED] - PA Schools Council Meeting - Internal Deadline: 10/07/2024

Hi [REDACTED]

With thanks to [REDACTED], please see attached emails to be released in response to the FOI (names redacted as per regular protocols)

Thanks

[REDACTED]



[REDACTED]
Professional Regulation
Department of Health and Social Care
Quarry House, Quarry Hill, Leeds LS2 7UE
E: [REDACTED]
T: [REDACTED]
M: [REDACTED]
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From: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Sent: Tuesday, July 2, 2024 9:12 AM
To: [REDACTED] <[REDACTED]@dhsc.gov.uk>
Subject: To Action: Contribution Request for [REDACTED] - PA Schools Council Meeting - Internal Deadline: 10/07/2024

Good morning Team,

We have received an FOI that we believe maybe for your team. If this case is not for your team/policy area, I would appreciate your advice on who to approach.

Case no:	[REDACTED]
Subject:	PA Schools Council Meeting
Internal deadline for contribution:	10/07/2024
Legal deadline:	29/07/2024
Attachments:	
Linked cases:	
Additional advice:	To send back a draft contribution by 10/07/2024 .
Action:	Action: Please inform us within one working day of receiving this email as to whether you are accepting/rejecting the lead on this FOI case. If you are not the correct team, we would be grateful if you would advise us of the right team to approach for this and other similar requests. Thank you.

DHSC is at risk of legal sanctions from the Information Commissioner's Office (ICO) if we do not meet the legal deadline.

Request

Dear Department of Health and Social Care,

I am writing to request information under the Freedom of Information Act 2000 regarding a meeting your organisation attended on 26th June 2024, arranged by the PA Schools Council (PASC) to discuss the PA profession.

Specifically, I seek the following:

1. All email correspondence your organisation holds related to this meeting.

2. Any documents, including but not limited to PowerPoint presentations and meeting notes, submitted in advance of or presented during the meeting.

3. Any outcome documents, such as copies of minutes or action plans from post-meeting discussions.

PLEASE NOTE:

- We are only obliged to provide recorded information held by DHSC; we are not obliged to create data to meet the request.
- We are not required to seek out information from other organisations in order to reply to an FOI request.
- Please ensure you address all questions that the requester is asking and that you have fully understood the question(s).
- As the policy holder, it is your responsibility to work with other teams for any relevant contributions/clearances.
- Private Office, SpAds and Perm Sec's Office will only be responsible for cases pertaining specifically to ministers, SofS and the Perm Sec. If there is a policy element to a request, the policy holder will be responsible for the case and will need to work with Private Office/SpAds/Perm Sec's Office on any necessary clearances. For Private Office/SpAds cases, please contact Private Office FOI lead [REDACTED] [@dhsc.gov.uk](mailto:[REDACTED]@dhsc.gov.uk). For cases relating to the Perm Sec, please contact Perm Sec's Office directly.
- If you believe that this request carries media interest, you should contact press office at [REDACTED] [@dhsc.gov.uk](mailto:[REDACTED]@dhsc.gov.uk) to inform them of your planned response.

Using section 12 (cost limit)

- If you think that locating, extracting and retrieving information for the request may exceed the cost limit, please complete the costs estimation form (<https://intranet.dhsc.gov.uk/wp-content/uploads/2023/01/FOI-S12-Costs-Estimation-Form.xlsx>).
- We are required to provide advice and assistance on how the request can be refined to bring it within the cost limit, so please also include this information in your contribution.
- Please note that time taken for redactions and reviewing exemptions cannot be included in the cost calculator.
- The benefit of using the costs estimation form is evidencing the gravitas of the task, which can be communicated to the requester. This will help to reduce follow-up FOI requests that have not been refined enough in scope. Furthermore, this will also support as evidence if an FOI response results in a complaint to the ICO.

FOI Declaration of Compliance (SCS)

- Please consider the points in the SCS FOI declaration (https://intranet.dhsc.gov.uk/wp-content/uploads/2023/03/scs-declaration-of-compliance_march2023.docx) when completing this case and forward the declaration to the SCS signing off the case with your draft response.
- The SCS should be satisfied that all points have been considered before sign-off.

Documents to be released

- To avoid hidden information/metadata being released erroneously, please be mindful when reviewing any documents being considered for release. It is the responsibility of the information holder to provide data in a suitable format.
- Please see the ICO's guidance at [How to disclose information safely \(ico.org.uk\)](https://www.ico.org.uk/what-we-do/our-powers/our-powers-to-require-information-to-be-released). There is a checklist on pages 29 and 30 that you may find useful.

Redactions

- Redactions are the responsibility of the information holder, not the FOI team.
- We recommend that you use redaction software. If you do not currently have access to the software, please contact DXC to request to be set up with Adobe Acrobat Professional. The FOI team are able to support you with a demonstration of using the software if needed.
- General guidance on redactions can be found on the intranet (<https://intranet.dhsc.gov.uk/wp-content/uploads/2023/09/Freedom-of-information-redaction-guidance-September-2023.docx>).

Many thanks,



[REDACTED]
Ministerial Correspondence and Public Enquiries
39 Victoria Street, London, SW1H 0EU

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