

Mr/Ms LS Palmer  
request-55202-439b6978@whatdotheyknow.com



**Your ref: CAF412**  
**Our ref: JJ/CAF412**  
**Date: 20<sup>th</sup> December 2010**

6th Floor  
Sanctuary Buildings  
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SW1P 3BT

Tel: 0844 353 3350  
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Dear Mr./Ms Palmer

**Re: Freedom of Information Request**

Thank you for your email received on 20<sup>th</sup> December 2010 requesting the following:

[Please could you inform me when and where the next Public Board meeting will be held and what is the procedure that must be followed in order to be allowed to attend.](#)

This letter serves to acknowledge that your request was received by Cafcass on 20<sup>th</sup> December 2010 and I will be dealing with your questions under the terms of the Freedom of Information Act 2000.

Your reference number is CAF 412.

Under the Act, Cafcass is required to notify you as to the final decision made regarding your request 20 working days from receipt of your request. Taking into consideration the Cafcass office closures over Christmas and New Year, you will receive a response on or before 19<sup>th</sup> January 2011.

Yours sincerely,

Miss Jasvinder Jassal  
**Information Assurance & Data Handling Officer**  
jasvinder.jassal@cafcass.gsi.gov.uk

