

Department of Energy & Climate Change

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15 October 2012

Our Reference: FOI 12/1327

Dear

Re: Freedom of Information Request

Thank you for your freedom of information request of 17 September 2012 in which you asked the following:

“ Any written guidance from Ed Miliband to civil servants on how to present briefings, memos or documents during his time as Secretary of State at DECC between October 2008 and May 2010”

The Department follows a standard process for providing and presenting briefings, memos or any other documentation to ministers. However, each minister may have their personal preferences which would be discussed with their private office.

Following a search of the Department's paper and electronic records I have established that we do not hold any written guidance from Ed Miliband to civil servants on how to present briefings, memos or documents during his time as Secretary of State between October 2008 and May 2010.

Appeals procedure

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter. If you wish to request an internal review, please contact me.

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. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire SK9 5AF

If you have any queries about this letter, please contact me quoting the reference number above.

Yours sincerely,