



Department
for Environment
Food & Rural Affairs

Our ref: RFI 6082

Date: 7 January 2014

Dear [REDACTED]

**REQUEST FOR INFORMATION: ATMOSPHERE AND LOCAL ENVIRONMENT (ALE)
STEERING GROUP MINUTES**

Thank you for your request for minutes regarding the ALE Steering Group which we received on 10 December. As you know, we have handled your request under the Environmental Information Regulations 2004 (EIRs).

I enclose a copy of the information you requested:

- Minutes of the 1 July meeting.

Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours sincerely

[REDACTED]

Website: www.gov.uk



INVESTORS
IN PEOPLE

Annex A

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Annex B

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: requestforinfo@defra.gsi.gov.uk) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our website.

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

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