



Department  
for Environment  
Food & Rural Affairs

Temple Quay House,  
2 The Square, Bristol,  
BS1 6EB  
helpline@defra.gsi.gov.uk  
www.gov.uk/defra

Sent via email: [REDACTED]

Your ref:  
Our ref: RFI 6465  
Date: 28 April 2014

Dear [REDACTED]

**REQUEST FOR INFORMATION: Minutes from the Steering Group set up to manage the WWT lead shot compliance report and names which had been redacted from a previous request.**

Thank you for your request for:

- a) minutes from the Steering Group which was set up to manage the WWT lead shot compliance report; and
- b) the names of individuals which were redacted from information previously released to you (reference RFI 5663, dated 24 July 2013).

We received your request on 31<sup>st</sup> March 2014 and we have handled it under the Environmental Information Regulations 2004 (EIRs).

The EIRs apply to requests for environmental information, which is a broad category of information defined in regulation 2 of the EIRs. Public authorities are required to handle requests for environmental information under the EIRs. They give similar access rights to the Freedom of Information Act 2000 (FOIA).

Following careful consideration, we have decided not to disclose some of this information. I enclose copies of the information which can be disclosed regarding part a) of your request, subject to certain exceptions:

- Steering group meeting 1 (15/01/2009)
- Steering group meeting 2 (03/07/2009)
- Steering group telecom catch up (29/2009)
- Steering group meeting 3 (04/12/2009)
- Steering group communications meeting (10/09/2010)

The names of those who attended the meetings listed above are already in the public domain, as they are listed in the final WWT compliance report:



INVESTORS  
IN PEOPLE

<http://randd.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=16075> .

However the comments attributed by each party within the minutes as well as the names of junior Defra officials is not necessary for the legitimate interest of the public as this would not add to the public's understanding of the policy area.

This information is being withheld under:

- Regulation 12(4) (e) (internal communications) which provides protection of internal deliberation and the decision making processes to ensure government can have a safe space to develop ideas, debate live issues, and reach decisions away from external interference and distraction.
- Regulations 12 (5) (d) (confidentiality of proceedings) which provides protection to the extent that its disclosure would adversely affect the confidentiality of proceedings of a public authority where such confidentiality is provided by law.
- Regulations 12(3) and 13(1) of the EIRs provide that personal data relating to third parties is exempt information if disclosure would breach the Data Protection Act 1998 (DPA). We consider that disclosure of this information is likely to breach the first data protection principle in Schedule 1 to the DPA, which relates to the fair and lawful processing of personal data, in two ways. First, disclosure would not constitute 'fair' processing of the personal data, second, disclosure would not satisfy any of the conditions for data processing set out in Schedule 2 to the DPA. Therefore, we have concluded that this information is exempt from disclosure under regulation 12(3) and 13(1) of the EIRs

Please note that the minutes of the third Steering Group meeting indicate that further meetings were planned for the 27/01/2010 and 04/04/2010. I have been unable to locate minutes of this meeting; it is possible that these meetings did not go ahead. However I will continue to search our records for minutes of these meetings and will update you within the next 10 working days (13 May 2014).

Regarding b), I refer you to our previous response dated 24 July 2013 regarding an explanation of why this information was withheld

In keeping with the spirit and effect of the EIRs, and in keeping with the government's Transparency Agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you will now be published on [www.gov.uk](http://www.gov.uk) together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

I attach 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

[REDACTED]

Wild Birds policy officer

## **Annex A**

### **Copyright**

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

Most documents produced by Defra will be protected by Crown Copyright. Most Crown copyright information can be re-used under the Open Government Licence. For information about the OGL and about re-using Crown Copyright information please see The National Archives website.

Copyright in other documents may rest with a third party. For information about obtaining permission from a third party see the Intellectual Property Office's website.

---

## **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](mailto: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