



Department  
for Environment  
Food & Rural Affairs

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Sent via email: [REDACTED]

Your ref:  
Our ref: RFI 6639  
Date: 04 July 2014

Dear [REDACTED]

**REQUEST FOR INFORMATION: Documents produced by the WWT Lead Shot compliance Steering Group**

Thank you for your request for the following information regarding the above Steering Group:

- inception meeting minutes
- milestone overview of timing
- minutes of the teleconference of 20th November 2009
- interim teleconference minutes around 27th January 2010
- minutes of the 4th steering group meeting held on 4th March 2010 or after
- a copy of the risk register
- a copy of the whole file relating to the lead shot compliance steering group

Your request was received on 7<sup>th</sup> June 2014. We have handled your request 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 a copy of the information which can be disclosed, subject to certain exceptions:



INVESTORS  
IN PEOPLE

- inception meeting minutes
- milestone overview of timing
- copy of the risk register
- all final or most recent document versions from the 'Steering group' files

As explained in my previous letter to you dated 28<sup>th</sup> April 2014 (reference RFI 6465) comments attributed by external parties within the documents as well as the names of junior Defra officials have been redacted. This information is not necessary for the legitimate interest of the public and would not add to the public's understanding of the policy area.

Some information has been redacted from the 'Survey Control Liaison Unit' form as it falls under the exception in regulation 12(5)(e) of the EIRs, which relates to confidentiality of commercial or industrial information. Please refer to our previous response to your query dated the 14th June 2012 (reference RFI 4819) which outlines why this information has not been disclosed.

You have also requested a copy of minutes of a teleconference dated the 20th November 2009. An interim teleconference was held on the 29<sup>th</sup> September 2009 and the 3rd Steering group meeting was held on the 4<sup>th</sup> December 2009; you have already had copies of these minutes. Originally the 3<sup>rd</sup> Steering group meeting was due to be held on the 20<sup>th</sup> November 2009 and this is referred to in the teleconference meeting minutes dated the 20<sup>th</sup> September 2009. However, Defra holds no record of a Steering Group meeting dated 20<sup>th</sup> November 2009; it appears that this date was changed and the meeting actually went ahead on the 4<sup>th</sup> December 2009.

You have also requested a copy of minutes of an interim teleconference minutes around 27th January 2010 and the minutes of the 4th steering group meeting to be held on or around the 4th March 2010. As noted in previous letter to you dated the 12<sup>th</sup> May 2014 (reference RFI 6465) I established that minutes of steering group meetings anticipated to take place on the 27<sup>th</sup> January 2010 and 4<sup>th</sup> April 2010 are not held by Defra; and we have no evidence to suggest that these meetings took place on any other date.

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

  
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.

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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.

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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](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

