



Scotland Office

An Oifis Albannach

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Website: www.scotlandoffice.gsi.gov.uk

Our ref: FOI DB 390

16 March 2012

Dear [REDACTED]

Freedom of Information Request

I refer to your Freedom of Information request dated 12 February 2012 which was received on 17 February 2012. You asked for the following information under the Freedom of Information Act 2000:

I would like to request, under the Freedom of Information Act details of what regular internal communications/publications are provided by (a) the Secretary of State or Minister of State and/or (b) the Director of the Scotland Office for staff within the department.

In particular, is any regular internal update/newsletter produced to help keep staff updated with developments and opportunities across the organisation.

If any such communication is produced I would be grateful for copies of this produced over the last twelve months.

I am writing to confirm that the Scotland Office has now completed its search for the information requested which is detailed below:

- (a) Neither the Secretary of State or Minister of State produces a regular internal communication / publication for staff within the Scotland Office.
- (b) The Director of the Scotland Office does not produce a regular internal publication for staff within the department. However he does contribute to a newsletter which is produced from time to time. A copy of his contributions over the last twelve months is enclosed. Personal data about junior staff has been redacted in view of the exemption provided by s40 of the Freedom of Information Act 2000.

Along with the staff newsletter, staff are kept informed of developments through a variety of means including team meetings and oral updates, provided by the Director and other members of the management team, in our two locations in London and Edinburgh.

I hope you find this response helpful however, if you are dissatisfied with the outcome, you may ask for an internal review. A request for internal review should be addressed to:

FOI Officer
1 Melville Crescent
Edinburgh
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply direct to the Information Commissioner for a decision. The contact details are:

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

Yours sincerely


Scotland Office