

**NCC-038656-19 Cabinet Member responses & guidance**

Dear Requester,

Further to your request for information under the freedom of information act. We can confirm that Nottinghamshire county council operates a committee system and therefore does not have Cabinet Members, and as such does not hold the information requested under that criteria.

I am sorry we are unable to help on this occasion. You may want to amend or change the criteria of your request in order for us to provide you with further assistance.

however should you have any further queries please do not hesitate to contact me directly on the details below.

Nottinghamshire County Council regularly publishes previous FOIR,s and answers on its website, under Disclosure logs. (see link)

<http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

You can use the search facility using keywords.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or email [complaints@nottscc.gov.uk](mailto:complaints@nottscc.gov.uk) .

Kind Regard

Complaints, Information & Mediation Team  
Chief Executive's Department  
Nottinghamshire County Council  
County Hall

Under the Freedom of Information Act, please could I have a copy of any internal guidance document that you have for council officers on how to draft replies to correspondence.

I am primarily interested in guidance for council officers on how to draft responses for cabinet members. These responses would be sent in response to enquiries made by AM's and MPs. Your cabinet office may be able to help with this. This guidance might include templates, a list of "dos and don'ts", guidance on data protection / confidentiality and guidance on the style which individual cabinet members prefer.

Thanks