

**Ref: CCG January 2016 01**

Corporate Services  
NHS Liverpool Clinical Commissioning Group  
The Department  
Lewis's Building  
Renshaw Street  
Liverpool  
L1 1JX

Email: [foi@liverpoolccg.nhs.uk](mailto:foi@liverpoolccg.nhs.uk)

7 January 2016

Dear

**Re: Freedom of Information Request**

Thank you for your Freedom of Information request that we received on 4 January 2016, with regards to Liverpool CCG's policy on due diligence. Once again, please accept my apology that your original request was not received and actioned.

Request/**Response**

We would ask to please provide a copy of Liverpool CCG's policy on due diligence (including a due diligence checklist). If not available provide the link where this documentation can be obtained.

***Liverpool CCG does not have a Due Diligence Policy.***

We wish to take this opportunity to inform you that a formal complaints and internal review procedure is available to applicants who are unhappy with responses provided to FOI requests. You can formally request an internal review within a reasonable period of time (2 calendar months) from the date this response was issued.

Where you are not satisfied with the decision of the internal review you may apply directly to the Information Commissioners Office (ICO) for a further review of that decision. Generally, the ICO cannot make a decision unless you have exhausted our complaints procedure in the first instance.

The ICO can be contacted at:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

[www.ico.gov.uk](http://www.ico.gov.uk)

Should you require any further information, clarification regarding this response or do not feel that your request has been answered as you would expect, please contact us to discuss.

Yours sincerely,

A handwritten signature in black ink that reads "Davies". The signature is written in a cursive style with a large initial 'D'.

**Joanne Davies**  
**Corporate Services Manager – Governance**