



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority
Pathfinder House
St Marys Street, Huntingdon
PE29 3TN

18th June 2025

[REDACTED]

[REDACTED]

Dear [REDACTED]

Re: Freedom of Information request ref CA428

Thank you for your request for information which was received on 5th June 2025.

Request:

Please could you confirm the following:

1. Whether your organisation has one or more specific teams, departments, or named individuals responsible for receiving formal legal correspondence from third parties.
2. The relevant postal address(es), email address(es), and telephone number(s) that such correspondence should be directed to. If responsibility differs by type of issue (e.g. contractual, procurement-related, legal) or by region, please provide the details for each as applicable.
3. If this information is already published, please confirm where it can be found.

This request is made in the public interest to ensure there are clear and transparent routes for formal engagement with public authorities.

Response:

1. The Legal Department receive formal legal correspondence from third parties.
2. Director of Legal and Governance

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Formal legal correspondence should not be sent by email address.

I hope this information is helpful but 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, you should write to us via our contact us email address: democratic.services@cambridgeshirepeterborough-ca.gov.uk or write a letter to Complaints, Cambridgeshire and Peterborough Combined

Authority, 2nd Floor, Pathfinder House, St Mary's Street, Huntingdon, Cambs PE29 3TN
within 40 days of the date of this letter.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted via their complaints portal [FOI and EIR complaints | ICO](#) or writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Generally, the ICO will not undertake a review or make a decision on a request until the internal review process has been completed.

Yours sincerely

A black rectangular box redacting the signature of Sophie Purvis.

Sophie Purvis
Data Protection and Information Governance Assistant