

22 April 2026

Dear

ATISN 26825 – Documents relating to the Food & Drink Wales Drinks Cluster

Thank you for your request which I received on 24 March 2024. I am able to respond to your request as follows

1. Contractual & Service Level Agreements

- a) A copy of the current contract or Service Level Agreement (SLA) between the Welsh Government and Levercliff Associates Limited regarding the facilitation of the Welsh Drinks Cluster.*

A copy of the Contract Specification relevant to the Drinks Cluster is given at Annex 1. A copy of the Welsh Government Terms and Conditions for the supply of services by contractors is already in the public domain, please see the link below.

[Welsh Government's standard conditions for the supply of services](#)

- b) Copies of documentation relating to any "Codes of Conduct" or "Neutrality Clauses" included in the tender or contract that govern the behaviour of Levercliff consultants (specifically Mark Grant) when representing the Welsh Government.*

Following a search of our paper and electronic records, I have established that the information you require is not held by the Welsh Government.

2. Standard Operating Procedures (SOPs)

- a) A copy of the Welsh Government's protocol for handling "Incident Reports" or "Statements of Character" received from external contractors (like Levercliff) regarding private businesses or individuals within a government-funded cluster.*

Following a search of our paper and electronic records, I have established that the information you require is not held by the Welsh Government.

- b) Copies of any guidance provided to David Morris (Deputy Head of Food Division) regarding the verification of third-party statements before they are acted upon or circulated internally.*

Following a search of our paper and electronic records, I have established that the information you require is not held by the Welsh Government.

- c) You have asked for 'Basis of a Duty of care claim'. Please could you clarify the nature of the documentation that you are seeking, otherwise I will not be able to respond to this part of your request.*

As I have not received clarification from yourself regarding this aspect of your request, I am not able to identify or provide any information held by Welsh Government relevant to your request.

3. Communications & Correspondence (Non-Personal)

- a) *Copies of all correspondence between David Morris and Mark Grant (Levercliff) between January 1, 2023, and the present, relating to the "Governance" or "Membership" of the Welsh Drinks Cluster.*

Following a search of our paper and electronic records, I have established that the information you require is not held by the Welsh Government.

4. *Funding & Evaluation*

- a) *Copies of the "End of Project" or "Meeting Summary" reports submitted by Levercliff to the Welsh Government regarding the SIBA / DRS meeting held at SA Brain & Co Ltd in March 2025.*

Following a search of our paper and electronic records, I have established that the information you require is not held by the Welsh Government.

Additionally, by separate correspondence dated 24 March 2026 you have asked for:

5. *The terms of reference under which the Welsh Government deals with Contractors.*

As previously indicated, this information is already in the public domain, please see the link below.

[Welsh Government's standard conditions for the supply of services](#)

6. *Copies of guidelines that allow a Deputy Head of Division to intervene in character disputes involving contractors outside their direct line of command.*

Following a search of our paper and electronic records, I have established that the information you require is not held by the Welsh Government.

The request you sent me contains personal information about you - for example, your name and address. The Welsh Government will be the data processor for this information and, in accordance with the General Data Protection Regulation, it will be processed in order to fulfil our public task and meet our legal obligations under the Act to provide you with a response. We will only use this personal information to deal with your request and any matters which arise as a result of it. We will keep your personal information and all other information relating to your request for three years from the date on which your request is finally closed. Your personal information will then be disposed of securely.

Under data protection legislation, you have the right:

- to be informed of the personal data we hold about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer
Welsh Government

Cathays Park
CARDIFF
CF10 3NQ
Email: DataProtectionOfficer@gov.wales

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Any information released under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 will be listed in the Welsh Government's Disclosure Log (at <https://gov.wales/about/open-government/freedom-of-information/responses/?lang=en>).

Yours sincerely,