

Mr Bruce Beckles

by email

Reference: FOI-2009-149

12 January 2010

Dear Mr Beckles,

Your request was received on 15 December 2009 and I am dealing with it under the terms of the Freedom of Information Act 2000 (FOIA).

You asked:

"Please supply in electronic form ALL minutes, reports, papers or other documents produced or considered by the implementation steering group for the Report of the Review Committee for Teaching and Learning Support Services since 27 May 2009 (inclusive). I believe that this group met on 26 November 2009 (and presumably produced minutes of that meeting), but they may also have met at other times in the period from 27 May 2009 (inclusive), and may also have produced or considered other documents than those related to that meeting.

I am particularly interested in the minutes of the meeting of 26 November 2009, and any documents tabled or considered at that meeting, or produced as a result of it. I would appreciate it if these documents could be supplied sooner rather than later, and so would happily accept a partial response consisting of those documents whilst any other documents caught by my request are found and processed.

Also, I imagine that the information I am requesting may well overlap with the information I have requested from you in other currently outstanding Freedom of Information requests. In such cases, if you intend to supply that information in response to my other requests, I am happy for you not to supply it to me again here, provided such omitted information is clearly identified."

I attach the requested documentation. Please note that this documentation should not be copied, reproduced or used except in accordance with the law of copyright.



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Secretariat

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 this decision, you should write to the Administrative Secretary, quoting the reference above, at the Secretariat, The Old Schools, Cambridge, CB2 1TN. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the University. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Kirsty Allen'.

Kirsty Allen