



UNIVERSITY OF
CAMBRIDGE

Secretariat

Kirsty Allen, MA PhD
Senior Assistant Registry

Mr Bruce Beckles

by email

Reference: FOI-2010-109

17 June 2010

Dear Mr Beckles,

Your request was received on 24 May 2010 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 November 2009 (inclusive). I believe that this group met on 12 March 2010 (and presumably produced minutes of that meeting), but they may also have met at other times in the period from 27 November 2009 (inclusive), and may also have produced or considered other documents than those related to the meeting of 12 March 2010. In particular, they may have produced or considered documents without actually formally meeting in person, e.g. by e-mail."

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

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,

Kirsty Allen

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