

FOI COMPLAINTS PROJECT BOARD TUESDAY 25 JANUARY 2011

Attendees: Chris Graham (CG), Graham Smith (GS), Simon Entwisle (SE), Steve Wood (SW), Andy Laing (AL), Louise Mottershead - minutes (LM)

ACTION POINTS

- 1 Information to be put onto ICON alerting all staff to the Project Board pages (action – CG).
- 2 Link to the Project Board pages on ICON from the Policy Delivery section of ICON to be created (action – SW).
- 3 Action point 2 from the previous meeting was agreed as being a subject to be pursued outside the remit of the Project Board
- 4 In preparation for the next meeting, GS to prepare a template and suggested wording to guide case officers on drafting decision notices (action – GS)
- 5 It was agreed that the process for more rapid processing of Decision Notes would be presented to the Management Board on 6 May, which means putting it before the Executive Team on 11 April at the latest (action – all)
- 6 Decision Notices to be prioritised in the run-up to year end, work load to be adjusted as and when necessary (action – GS, SW)

Date of next meeting: Thursday 3 March at 1100hrs