



UNIVERSITY OF
CAMBRIDGE

Secretariat

Kirsty Allen, MA PhD
Senior Assistant Registry

Mr Bruce Beckles

by email

Reference: FOI-2009-144

9 December 2009

Dear Mr Beckles,

Your request was received on 30 November 2009 and I am dealing with it under the terms of the Freedom of Information Act 2000 (FOIA).

You asked:

"In Minute 09/22 of the minutes of the Library Syndicate's meeting of 12 May 2009 it is stated that:

"A five-year Co-ordination post will be created to support the implementation process." Please would you inform me whether this post has yet been advertised, and if so, when? If it has not yet been advertised, please would you inform me when it is likely to be advertised (if known). If it has already been advertised, or is in the process of being advertised, please provide, in electronic form:

- (a) the job description for the post, and*
- (b) the grade of the post."*

No job description has been drawn up for 'a five-year Co-ordination post...to support the implementation process'. There are, at present, no plans to do so.

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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