

## **IT & Appeal Summaries process:**

### **1<sup>st</sup> versions**

The 1<sup>st</sup> version of an IT or Appeal Summary will be produced by a Policy Manager and placed in the folder *L drive: Policy\ Current Summaries \Summaries for Knowledge Base* ready for publication. It will be agreed at the Allocation Meeting if a Summary needs to be reviewed by the Assistant Commissioner FOI Policy prior to placing in the folder for publication – the default position will be that this approval isn't required. The naming format should be as in the following example : EA.2007.0113.doc

These 1<sup>st</sup> versions will normally be marked up as "initial assessment". However for decisions where we decide at the Allocation Meeting that no LTTs are to be produced and that no further, more detailed, consideration of the decision is needed the 1<sup>st</sup> version may be marked up as "final assessment"

The Policy Managers will be responsible for updating the Excel spreadsheet *L drive: Policy \ Current summaries \ Tribunal Decisions* following the Allocation Meeting.

The Contribute Updater will be responsible for adding the new Summaries to the Knowledge Base. This will mean adding them on via "Create New Page" from the relevant Decision List page on the Knowledge Base. They will also need to be added to and linked from the relevant section / regulation page. (for more detailed instruction on updating the Knowledge Base see the Knowledge Base Publication Procedure ).

The Contribute updater will also be responsible for maintaining the relevant corresponding Word folders

### **Updated versions**

An "initial assessment" Summary should always be subject to further update.

The person who has been allocated the Decision for fuller consideration will be responsible for drafting any updates to the relevant Summary. This may mean :

- Updating the status from "initial assessment" to "final assessment"
- Updating the Summary with details of any LTTs produced from the Decision
- Updating the Summary to show that no LTTs are to be produced
- Updating the Summary Notes

When putting any new LTTs in the "LTTs for Knowledge Base" folder the Drafter should always consider whether updates to any Summaries are needed. It may be useful to type a reminder of the updates needed at the bottom of the LTT (see attached example)

When deciding that no LTTs are to be produced from a Decision, the person making this decision should always consider whether updates to any Summaries are needed.

Where responsibility for considering a Decision is shared, then each person should take responsibility for updating the Summary for the issue they are considering.

Updates to Summaries should be placed in the folder *L drive: Policy\Current summaries \summaries for Knowledge Base* by the Drafter. They should be named as in the following example : RevisedEA.2007.0113

The Drafter should also advise a Policy Manager that an update has been made, so that the Policy Manager can update the Excel Spreadsheet *L drive: Policy \ Current summaries \Tribunal Decisions* to reflect the changes made. This spreadsheet should be updated by the Policy Managers as it also acts as a work allocation tool.

The Contribute Updater will then be responsible for updating the Knowledge Base with the updated Summary, saving an updated Word version to the appropriate folder, and archiving the old Word version.