



Mr Bruce Beckles

by email

Reference: FOI-2009-110

26 August 2009

Dear Mr Beckles,

Your request was received on 10 August 2009 and I am dealing with it under the terms of the Freedom of Information Act 2000 (FOIA).

You asked:

"On Tuesday 14 July 2009 there was an open staff meeting "to provide staff with an opportunity to give their views" on the Staff Review and Development (Appraisal) Scheme. Please supply the following in electronic form:

1) Any notes, minutes, etc. - whether handwritten, electronic or in any other form - made by the University at, or as a result of, this meeting for the purposes of consulting with staff and/or gathering their feedback on the Scheme (and/or any proposed changes to the Scheme).

2) Any notes, documents, etc. (in whatever form) that have been produced by the University as a result of this meeting that contain or collate any of the feedback from staff given at this meeting.

3) If there are notes, minutes, etc. (in whatever form) of this meeting that were made by the University for some other purpose than those specified in 1) above, please supply those as well."

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,

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