Environmental Information (EIR) and Freedom of Information (FOI) Publication Scheme Review – Minutes

A meeting of the Group was held on 09 November 2009 at 10.00am in Carrington 203.

Present: Lee Shailer (LS), Kim Stock (KS), Ian Cruickshank(IC), Andrew Stafford (AS) and Lucy Wallace (LW).

09/08 Review purpose of Publication Scheme

1. For the benefit of the new members of the group LS summarised the purpose of the publication scheme, particularly the requirements of the EIR:

4. - (1) Subject to paragraph (3), a public authority shall in respect of environmental information that it holds -

(a) progressively make the information available to the public by electronic means which are easily accessible; and
(b) take reasonable steps to organize the information relevant to its functions with a view to the active and systematic dissemination to the public of the information.

09/09 Minutes of the last meeting(s)

1. The minutes of the last EIR meeting (07/04/09) were agreed
2. The minutes of the last FOI meeting (05/05/09) were agreed
3. It was agreed that the minutes of these and subsequent meetings would be published in the publication scheme.

ACTION: KS

09/10 Matters arising from EIR meeting

1. List of buildings owned by UoR.
   List is currently available via FMD portal. AS to arrange for the list to be made available to the public on UoR website. Then KS to provide a link to the list from the publication scheme.

   ACTION: AS/KS

2. Minutes and reports from Environmental and Travel sub-committee.
   Permission to publish these in the publications scheme has been sought. LS to chase Louise Sharman.

   ACTION: LS

3. Clean and Green pages
These pages are now maintained by Campus Services. IMPS to liaise with Jenny Honeybill to establish best way to ensure that new information is covered in publication scheme.

ACTION: IMPS

09/11 Matters arising from FOI meeting

1. **Non new-branded pages**
   LW suggested that a statement in the publication scheme to the effect that many of the pages linked to are primarily for staff might help to explain away some of the inconsistencies of presentation in pages that have not been new branded yet. The new staff portal which is currently in production might also bring about some improvements in presentation.

   ACTION: IMPS

2. **Up-loading large numbers of files containing meeting minutes**
   AS suggested that there is a method of automatically loading files into web pages. IMPS to pursue this with Digital Development.

   ACTION: IMPS

3. **Suitability of content of minutes that will be put on-line directly by Committee secretaries**
   LS to liaise with LW in producing guidance notes to secretaries, who will be putting minutes directly online via Blackboard, to help with media-related issues.

   ACTION: LS/LW

4. **Asset registers**
   LS to pursue what can be published about the University’s assets (and when) with Simon Mealer.

   ACTION: LS

09/12 Policies and Procedures

1. There is an old page of Guide to Policy and Procedures linked to from the staff A to Z. LW to investigate who is maintaining this page and whether the page should be deleted provided the information it contains is covered elsewhere.

   ACTION: LW

09/13 Identifying new material, particularly environmental material

1. Provided the links in the publication scheme are to pages rather than documents they should get updated automatically by the “owners” of the pages unless there is a significant rewrite with new pages etc. IMPS should liaise with Digital Development regarding major rewrites and new pages.

   ACTION: IMPS

2. It was agreed that there would be certain types of environmental information that should not be given in the publication scheme for reasons of health and safety or security. IMPS to produce a draft statement on selection criteria for the publication scheme and this would be discussed at the next meeting.

   ACTION: IMPS

3. **Press Releases**
   LW suggested that IMPS should ask Digital Development to tag the Press Releases that have environmental content so that they can be identified more quickly.
4. **Environmental Research**
   LW to produce a list of Schools and Departments that are carrying out environmental-related research. It was noted that the university repository may eventually allow links at the level of individual research papers.

**09/15 AOB**

1. There was no other business

**09/16 Next meeting**

1. KS to arrange the next meeting for about six months time.

**ACTION: LW**

**ACTION: KS**