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

A meeting of the Group was held on 04 May 2010 at 10.00am in Carrington 203.

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

10/01 Minutes of the last meeting(s)

1. The minutes of the last meeting (09/11/09) were agreed. They will be published in the Publication Scheme on the University website.
   ACTION: KS

10/02 Matters arising from last meeting

1. **List of buildings owned by UoR.**
   Ongoing. 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. **Non new-branded pages**
   Not pursued

3. **Suitability of content of minutes that will be put on-line directly by Committee secretaries**
   Ongoing. 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**
   Ongoing. Andy Stafford to ask Nigel Frankland what FMD registers relating to buildings could be published.
   ACTION: AS

   LS to pursue what can be published about the University's assets (and when) with Simon Mealor.
   ACTION: LS

5. **Policies and Procedures**
   Old page of Guide to Policy and Procedures linked to from the staff A to Z. IMPS to check with Digital Development what progress has been made on deleting this out-of-date information and ensuring the information it contains is covered elsewhere.
   ACTION: IMPS
6. **Selection of environmental material**
   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’ draft statement on selection criteria for the publication scheme was approved and will be included in the Publication Scheme

   **ACTION: KS**

7. **Treatment of press releases**
   LW suggested that instead of linking to individual environmentally related press releases the publications scheme should simply say that press releases may contain environmental information and give links to the press release page.

   **ACTION: KS**

8. **University repository**
   KS to check that the link to the university repository is at the correct level to enable access to older papers that are not on CENTAUR yet.

   **ACTION: KS**

10/03 Identification of new material

1. **Environmental certificates for buildings**
   IC to find out whether it’s possible to publish these on FMD website so that we can link to them.

   **ACTION: IC**

2. **Links to additional online publications**
   KS to include links to Travelwise and Community into Environmental Information section in Publication Scheme in a subsection called “Publications” and appropriate section in main body of Publication Scheme.

   **ACTION: KS**

10/04 AOB

1. There was no other business

10/05 Next meeting

1. It was agreed that now the group was established there might not be a need for six-monthly meetings. In six months time KS to email members to check whether there is any urgent business to discuss. If not, KS to arrange the next meeting for approximately twelve months time.

   **ACTION: KS**