

## **FOI COMPLAINTS PROJECT BOARD TUESDAY 14 JUNE 2011**

Attendees: Chris Graham (CG), Graham Smith (GS), Simon Entwisle (SE), Steve Wood (SW), Andy Laing (AL), Louise Mottershead - minutes (LM)

### ACTION POINTS

1. It was noted that as at today's date there were 17 cases over one year old and there was potential for no more than 22 cases to be over one year old at the end of June. It was noted that while this figure was lower than that reported at the last meeting the overall numbers were disappointing. Any result worse than the total of three cases reported as at 31 March would be a reverse. A short update meeting would be scheduled for next week to review progress in reducing this figure (action – LM). Further discussion was needed on the Lord Ashcroft cases (action – CG, GS).
2. The Investigation and Decision Notice Group had met and while progress was being made the end of June deadline had slipped by two weeks to 15 July. It was now the intention to launch the Project during the week commencing 1 August (action – all).
3. It was agreed that FOI Improvement Briefings for managers would take place first, followed by Briefings for all staff (action – all).

Update meeting: Monday 20 June at 0930hrs (FM04)