

## **FOI COMPLAINTS PROJECT BOARD**

### **TUESDAY 1 MARCH 2011**

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

#### ACTION POINTS

1. DN signees to prioritise workload in March as a final push to meet the year end target. It is anticipated that 119 cases will be nine months old or more as at 31 March (action – GS, SW)
2. CG to inform all managers of the above prioritisation (action – CG)
3. Link to the Project Board pages on ICON from the Policy Delivery section of ICON to be created (action – SW).
4. Action point held over until April due to prioritisation of workload in run up to year end - GS to prepare a template and suggested wording to guide case officers on drafting decision notices (action – GS)
5. Action point 5 from previous meeting - it was noted that the Management Board meeting had been rescheduled to 9 May. Top level paper to be distributed with the papers on 27 April. Sign-off of more detailed proposals to be obtained at the Executive Team meeting on 6 May (action – GS, SE)
6. Internal lines to take/guidance to be posted onto the ICO website in April. Action plan to achieve this to be drawn up (action – SW)
7. The handling of non responses cases, and mechanisms for closure, were discussed. Agreed approaches are to be taken forward through the first contact group (action – AL)

Date of next meeting: Monday 11 April at 1515hrs