

Greater Norwich Development Partnership – Information Management Protocol

1.0 Purpose

- 1.1 The purpose of this protocol is to set out how information relating to the Greater Norwich Development Partnership (GNDP) is maintained and managed. In addition, as GNDP is not a legal partnership (it is a joint working arrangement between partners) this protocol clarifies ownership of information produced by individual partner organisations.
- 1.2 This protocol sets out how requests for information that fall within the terms of the Freedom of Information Act 2000 (Fol) and the Environmental Information Regulations 2004 (EIR).
- 1.3 It is not intended for this protocol to supersede the information management arrangements already in place within partner organisations, and should be read in conjunction with the GNDP Terms of Reference.

2.0 Scope

- 2.0 This protocol covers information produced by the GNDP Team and partners relating to the work of the GNDP (as defined in the GNDP Terms of Reference), including (but not limited to) agendas, minutes, notes, reports and emails.

3.0 Responsibilities for managing and maintaining information

- 3.1 The following information is considered to be of equal relevance and importance to each of the GNDP partners and is therefore, for the purposes of this protocol, 'joint information'. As such, this information is 'owned' by the GNDP Team itself and will be managed and maintained by the GNDP Team on behalf of the partnership:-

- Agendas of GNDP meetings*
- Minutes or formal notes of GNDP meetings*
- Letters sent by the GNDP Team on behalf of all partners (e.g. letters sent out using GNDP headed paper)
- Formal documents prepared and/or published by the GNDP Team on behalf of all partners (e.g. the Joint Core Strategy, Joint Economic Development Strategy etc)
- GNDP Integrated Development Plan

* Meetings are as identified in the GNDP Terms of Reference – Programme Structure and Governance. All GNDP meetings will be attended by a member of the GNDP team, with the agenda/notes/minutes prepared and issued by a member of the team. Individuals from Partner organisations may meet outside of this structure to discuss GNDP related or other issues, but only those meetings attended and organised by the GNDP Team will be formal meetings of GNDP.

3.2 The GNDP Team are responsible for putting appropriate arrangements in place to maintain and manage this information. The Team will also publish information, as appropriate, on the GNDP website at www.gndp.org.uk.

3.3 Information produced by the GNDP Team and not covered at para 3.1 is considered be 'owned' as follows:-

- Specific work commissioned by a Partner – 'owned' by that partner.
- Correspondence (including emails) with individual partners – 'owned' by that partner.

3.4 All other information is considered to be 'owned' by the individual partner organisation who holds it (this is likely to include information compiled by that partner as well as copies of information compiled by other partners i.e. third party information) and will be maintained and managed by that partner in accordance with the information and document management policies and procedures in place within that organisation.

4.0 **Dealing with requests for information**

4.1 The GNDP is not a public authority as defined by FoI, and is not obliged to comply with the Act, but the act is applicable to each of the individual partner organisations. In respect of environmental information, the GNDP is a public authority as defined by the EIR and is obliged to comply with the Regulations.

4.2 In respect of any FoI/EIR requests addressed to any or all of the partners relating to the 'joint information' set out in para 3.1, these requests will then be processed by the GNDP Team in conjunction with the FoI/EIR Officer in the relevant partner organisation. The GNDP Director's Group will be consulted, as a third party, before a response is sent.

4.3 Any requests FoI/EIR requests addressed to the GNDP Team relating to the 'joint information' set out in para 3.1 will be processed by the GNDP Team in conjunction with the FoI Officer of the host Partner (currently Norfolk County Council).

4.4 Any requests addressed to the GNDP Team relating to information that is not 'joint information' as set out in para 3.1, will be processed by the Partner who 'owns' that information as set out in paras 3.3 and 3.4. The GNDP Team will forward the request to the relevant organisation and advise the requestor.