



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Environmental Information Policy

Impact Assessed – Date:	
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Lead:	Secretary and Clerk to the Governors
Date of next review:	2016-2017

Environmental Information

The purpose of this policy is to establish a framework for specific procedures and guidance to ensure that Cardiff Met is able to comply consistently with the Environmental Information Regulations.

Cardiff Metropolitan University recognises that it has a responsibility to comply with the Environmental Information Regulations 2004 and usually with the Code of Practice issued under the Regulations. The University is committed to the principles of openness and transparency in respect of environmental information embodied in the Regulations and recognises that increased public access to environmental information will contribute to a greater awareness of environmental matters and more effective public participation in decision-making, leading to better decisions and a better environment.

Cardiff Met needs to produce, obtain, use and hold information on the environment in order to carry out its functions. The University recognises that the Regulations apply to all recorded environmental information, regardless of format, held by the University or by companies wholly owned by it, as well as to information held by another organisation or individual on behalf of the University and to information held by it on behalf of another. Information is covered by the Regulations regardless of where or by whom it is created.

Cardiff Met:

- 1 takes reasonable steps to organise and manage the environmental information it holds, having regard to best practice;
- 2 will increase public access to that information where appropriate;
- 3 progressively disseminates the information as widely as possible, including by electronic means;
- 4 has procedures in place to enable all requests to be handled in an appropriate and timely manner;
- 5 has a complaints procedure in place;
- 6 approaches each request for information in the expectation that the information will be released;
- 7 considers favourably any request which concerns the decisions made by the University and the reasons for those decisions or which relates to the delivery of services;
- 8 gives full consideration to releasing any information to which an exception may apply, including applying the 'Public Interest Test';
- 9 ensures that relevant environmental information is made available through the Cardiff Met Publication Scheme;
- 10 provides information to all Governors and staff to ensure that they are aware of their responsibilities and makes suitable training available;
- 11 ensures that reasonable advice and assistance is offered to those who have made or intend to make a request;

12 ensures that a Guide to Fees is made available and that any fees are charged in line with the Guide.

Responsibilities

The senior manager with overall responsibility for Environmental Information Regulations is the Secretary and Clerk to the Governors.

The Secretariat is responsible for the overall development and maintenance of compliance with the Environmental Information Regulations throughout Cardiff Met, including establishing and promoting good practice.

Governors and staff should adhere to all policies, procedures and guidance relating to the Environmental Information Regulations.

Relationship with Other Policies

This policy has a relationship with the Data Protection Policy, Freedom of Information Policy, Records Management Policy and the Openness Policy, as well as with other policies and procedures relating to information, audit, equal opportunities and ethics.