



[REDACTED]

10 March 2025

Dear [REDACTED],

Freedom of Information request: FOI2025/00163

Thank you for your Freedom of Information request received on the 10 February in which you requested the following:

Your request:

Would you please provide all the minutes of meetings - full minutes, not summaries - held by Innovate UK's council in 2024.

Can you also provide me with a copy of Innovate UK's guidelines on publication of minutes and meeting information - I see that only one summary of a meeting held in March was published in 2024, which seems somewhat out of line compared to other research councils.

Our response:

I can confirm that UK Research and Innovation (UKRI) holds information relevant to your request.

The full minutes for the Innovate UK (IUK) Council meetings for 7 March, 13 June and 9 September 2024 are attached. The council meeting that was scheduled for 28 November 2024 was cancelled due to not being quorate, meaning there were not enough members present to meet the required quorum.

IUK publishes a summary of its council meetings which can be found [here](#)¹. Currently available are summaries and agendas for the meetings held in March and June 2024. There has been a delay to publishing the council minutes for September, for which we apologise.

The guidance used by IUK in publishing minutes and meetings can be found in the [UKRI Councils: Terms of Reference](#)² and paragraph 9 - Minutes of Council meetings.

As part of continuous improvement, IUK are reviewing their approach to the information they publish. They are actively working towards IUK's commitment to being a transparent and accountable organisation, increasing public awareness of the work of IUK does in supporting UK businesses to grow through the development and commercialisation of new products, processes and services and publishing that information in a timely manner, increasing public confidence in the integrity of the decisions made.

If you have any queries regarding our response please do let us know. If you are dissatisfied with the handling of your request, you have the right to ask for an internal review, explaining which elements of this decision you disagree with and why. Internal review requests should be submitted within 40 working days of the date of our response and should be addressed to:

Head of Information Governance

Email: foi@ukri.org

¹ <https://www.ukri.org/publications/innovate-uk-council-meeting-agendas-and-minutes-2024/>

² <https://www.ukri.org/wp-content/uploads/2023/07/UKRI-050723-UKRICouncilTermsOfReferenceMay2023.pdf>

Please quote the reference number above in any future communications.

If you are still not content with the outcome of the internal review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at: www.ico.org.uk.

If you wish to raise a complaint regarding the service you have received or the conduct of any UKRI staff in relation to your request, please see [UKRI's complaints procedure](#)³.

Yours sincerely,


Information Governance
Information Rights Team
UK Research and Innovation
foi@ukri.org | dataprotection@ukri.org

³ <https://www.ukri.org/who-we-are/contact-us/make-a-complaint/#skipnav-target>