



[REDACTED]

3 April 2025

Dear [REDACTED]

Freedom of Information request: FOI2025/00358

Thank you for your Freedom of Information request received on the 28 March in which you requested the following:

Your request:

I'd like to request the minutes for three of the UKRI board meetings held in the latter half of 2024.

At present, there are minutes for three UKRI board meetings held in 2024 published on the website - the last of which was held in May 2024 <https://www.ukri.org/publications/ukri-board-meeting-minutes-2024/>

Please can you supply the remaining minutes for 2024 meetings please as these are all likely to have been signed off given meetings have already been held in 2025.

Can you also clarify what the publication policy regarding timely publication of UKRI meeting minutes - I can't find a policy regarding timely publication of UKRI meeting minutes. Some research councils talk about endeavouring to publish minutes within three months of a meeting but I can't find anything conclusive.

Our response:

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

The board meeting minutes for July and September 2024 are now live on the [UKRI website](#)¹.

The minutes for the November 2024 meeting are exempt from disclosure under Section 22(1) of the FOIA as it is intended for future publication. Section 22 is a qualified exemption meaning that it is subject to the public interest test.

UKRI understand that being transparent in regard to the publishing of board meeting minutes is in the public interest. However, we consider that premature release would put undue pressure on UKRI to publish outside of our currently scheduled timeframes which would lead to a disproportionate burden on existing resources and the organisation. This would not be in the public interest.

We have therefore determined that the outcome of this test is that the public interest is insufficient to justify immediate disclosure. The minutes for the November 2024 board meeting expected to be available by the end of April.

There is no formal policy for when board minutes are to be published. The aim is to publish minutes within three weeks of them being formally approved, which is typically at the following meeting, however in recent months resourcing issues has resulted in a delay to this process.

¹ <https://www.ukri.org/publications/ukri-board-meeting-minutes-2024/>

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

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](#)².

Yours sincerely,


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

² <https://www.ukri.org/who-we-are/contact-us/make-a-complaint/#skipnav-target>