



COURSE PROGRAMME

Intermediary - Freedom of Information Act Training

Background

The Freedom of Information Act 2000 has now been fully enforced for nearly four years. During this time, there has been a wide range of decisions made by the Information Commissioner and the Information Tribunal. Policies and practices have emerged and developed, informed by experience and practical application. This course covers key issues for organisations and practitioners in relation to these.

Who should attend?

This is a one-day course for practitioners and other systems managers who need an update on Freedom of Information, and would like the opportunity to reflect on best practice and how this might apply to their organisation.

What's included

- 6 hours CPD Value
- Attendance certificate
- Delegate pack
- PowerPoints
- CD-Rom
- One month post course e-mail follow up

Cost

£379.00 + VAT

Dates

As advertised on our website at <http://www.dilysjones.co.uk/courses.aspx>

PLEASE SEE COURSE PROGRAMME OVERLEAF



COURSE PROGRAMME

- 9.30 Coffee and Registration
- 9.45 Welcome and Introductions
- 10.00 FOI – Update
- Decisions notices from the Commissioner
 - Decisions from the Information Tribunal
 - Select Committee Report
 - Ongoing Cases
 - Scenarios
- 11.30 Coffee
- 11.45 Best Practice and Guidance
- Emails and Records Management
 - NEW S46 Code of Practice
 - Redaction
 - Management of Requests – logging, tracking and responding
 - Complaints – the internal review process
 - Cases and Scenarios
- 12.45 Lunch
- 13.45 Publication Schemes
- Update on Development and Maintenance Initiative
 - Best Practice
 - Cases and Scenarios
- 14.45 Charging and Fees
- 15.15 Tea
- 15.30 Statistics and Trends
- What's on the horizon?
 - How is FOI being used?
 - International comparison
 - Action Plan
 - Cases
- 16.30 Close