

Freedom of Information (FOI) Extension Training Workshop

Monday 20 May 2019
Hilton Edinburgh Carlton



We are housing Scotland

Programme **#sfhafoi**

9.00am Registration and refreshments

9.50am Welcome

Alan Stokes, SFHA

10.00am Getting Ready for FOI

Daren Fitzhenry, Scottish Information Commissioner

- Welcome
- Introduction to FOI and EIRs
- High level principles
- Order terms
- Benefits and risks of FOI
- Intro to 3 duties

10.25am The duty to advise and assist

Paul Mutch, Policy & Information Officer

- Intro to the duty to advise and assist
- Meeting the duty
- Practical hints and tips

10.40am The duty to publish

Paul Mutch, Policy and Information Officer

- Intro to the duty to publish
- benefits of proactive publication
- examples of good practice
- preparing a guide to information
- Best practice and next steps

11.05am Questions & discussion

11.15am Refreshments and Networking

11.30am The duty to respond (part 1)

Julie Frew, Enforcement Officer

- Intro to the duty to respond
- FOI vs EIRs
- Valid requests
- Clarification
- Timescales
- Advising and assisting
- Fees and charging

11.55am Workshop exercise 1

Paul Mutch & Julie Frew

A practical exercise focussed around the duty to respond including examples of requests which might be received

12.20pm Questions & discussion

12.30am Lunch and Networking

1.15pm The duty to respond (part 2)

1.40pm Workshop exercise 2

Paul Mutch, Policy & Information Officer

2.05pm Preparing for FOI

Jean Duncan, Customer Development Manager, Edinburgh Leisure

Experience of preparatory work, advice on approach, tools and resources.

2.35pm Questions & discussion

2.50pm Refreshments and Networking

3.05pm Responding to requests – the local authority experience

Douglas Stephen, Procedures & Records Manager, City of Edinburgh Council

Overview of local requests received in relation to social housing function.

3.25pm Questions & discussion

3.35pm

Next steps

Daren Fitzhenry, Scottish Information Commissioner

Closing session with advice for RSLs on next steps for preparation e.g. to include:

- Characteristics of effective authorities
- Information on future events
- Resources
- Next steps

3.50pm

Final questions

4.00pm

Close

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