



Glasgow and West of Scotland  
Forum of Housing Associations



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**We are housing Scotland**

## **(FOI) Extension Training Workshop**

**Tuesday 21 May 2019**

**Wheatley Academy, Glasgow**

### **Programme**

**#sfhafoi**

9.00am Registration and refreshments

#### **9.50am Welcome**

*Alan Stokes, SFHA and David Bookbinder, GWSF*

#### **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**

12.30pm                      Lunch and Networking

**1.15pm                      The duty to respond (part 2)**

*Julie Frew, Enforcement Officer*

**1.40pm                      Workshop exercise 2**

*Paul Mutch, Policy & Information Officer & Julie Frew, Enforcement 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**

*Alison Black, Managing Solicitor, Renfrewshire 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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