

FREEDOM OF INFORMATION TRAINING FOR PUBLIC SECTOR

The Freedom of Information Act (FOI), together with its junior partner the Environmental Information Regulations (EIR), has been in force for a decade. Yet it still presents challenges for public authorities across the UK. FOIMan is well placed to provide quality in-house training for your employees that will help them to know their duties, understand the benefits of improved transparency, manage the burden, and protect what needs protecting.

Your speaker

Paul Gibbons is a freelance trainer, consultant and writer, with two decades of information management and compliance experience in the UK Parliament, Greater London Authority, Pfizer, the NHS, local government and higher education. Best known for his FOIMan blog, he also writes for the Freedom of Information Journal and has featured in the Daily Telegraph, Times Higher Education and on BBC Radio.



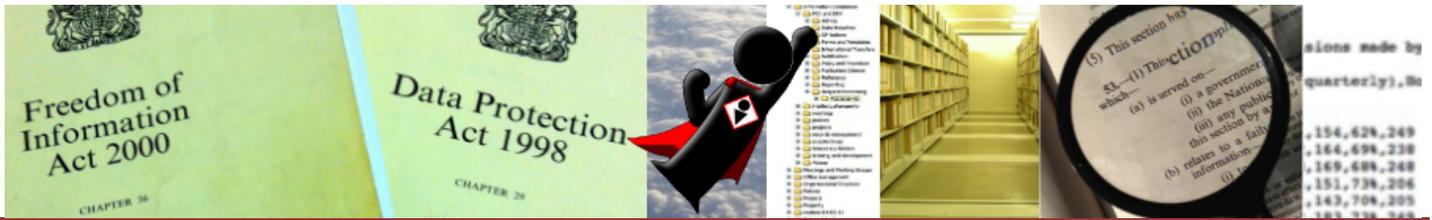
“No questions went unanswered – FOIMan knows his stuff!!” SA, London Borough of Merton

Training options

This training can be provided in a range of formats, depending on your needs. Those who regularly handle requests will want more in-depth courses, and this is provided by my full-day workshops. Other employees may benefit from half-day courses highlighting the key requirements that affect them. For busy workers and managers with little time to spare, bite-size introductions of up to an hour will be appropriate. Get in touch to discuss which options will best suit your organisation, and for a competitive quote reflecting your needs and budget.

Get in touch!
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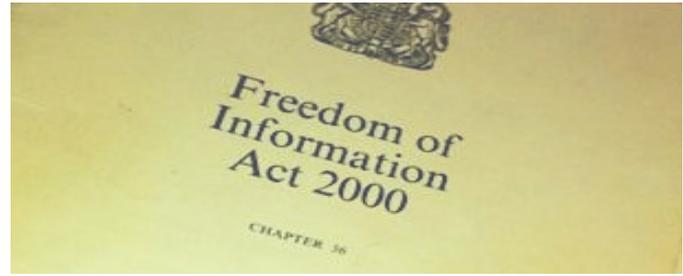
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FOIMan’s FOI in-house training is available in a range of formats, depending on your needs, and subject matter can be varied to cater for specific circumstances. Each session is interactive with quizzes, exercises and case studies to help your employees better understand and engage with the topics discussed.

Proactive transparency:
 what has to be published, publication schemes, disclosure logs and the advantages.

Duties under the Act:
 what is required and the implications of failing to comply.

Practical FOI:
 ways to manage the obligations of FOI and their impact on your resources, ensuring your staff are equipped to handle requests efficiently.



Good practice:
 where to go for help, the Codes of Practice and sources of guidance.

Environmental information:
 handling requests under the Environmental Information Regulations and how they differ from FOI.

Responses and refusals:
 what to include in responses, how to apply exemptions to successfully protect your most sensitive information.

Reviews and complaints:
 how to handle requests for internal review, dealing with the Information Commissioner and Tribunals.

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