

FREEDOM OF INFORMATION

ACTIONS	DELIVERABLES	ESTIMATED COST	TIMESCALE	ACCOUNTABLE OFFICERS
FOI awareness programme for all staff likely to receive requests; a communication strategy and an FOI intranet page	Freedom of Information Act Policy. Articles in InContact, Team briefings, intranet page, web page, easy reference cards	Officer time Approx £1000 IT costs £500	Autumn 2004	Perry Holmes Elizabeth Bennett Suzanne Lloyd
Identify the roles of people to whom complex FOI enquiries can be escalated	FOI toolkit Training to one Departmental FOI Champion and one Departmental FOI Specialist.	Officer time approx £1000	ditto	Perry Holmes Elizabeth Bennett
Information and Records Management Policy	Policy	Officer time £1000	ditto	Perry Holmes Elizabeth Bennett
Role of the Chief Executive as the "business champion"	Recognition in Records Management Policy. Reference in training material and awareness raising information	Officer time Negligible	ditto	Perry Holmes Elizabeth Bennett Suzanne Lloyd
Form a Records Management Steering Group	Terms of reference. Project plan	Officer time Approx £2000	By January 2005	Andrew Muter

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	More detailed Retention Schedule			
Detailed guidance for staff on which e-mails should be maintained as records	Guide linked to email usage policies	Officer time Approx £1000	Autumn 2004	Nick Marlow
A process to encompass the handling and monitoring of all FOI requests	Process model, Process diagram, template of standard letters.	Officer time Approx £1000	Autumn 2004	Perry Holmes Elizabeth Bennett
FOI monitoring and tracking system	IT system to track “complex requests” in place tested and with users trained.	Approximate cost £10 – 60K (on-going cost)	1 st January 2005	Perry Holmes Elizabeth Bennett
Establish a team to co-ordinate FOI enquiries and responses	FOI toolkit Training package “Test drives” of the process.	Officer time approx £2000	Autumn 2004	Perry Holmes Elizabeth Bennett
Address the on-site storage backlog	Cost model comparing offsite with onsite Where appropriate tender documents for	Officer time Approx £1000	November/December 2004	David Lathrope

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	contract with offsite contractor.	Unknown contract cost		
Develop a corporate wide retention schedule	Workable first draft schedule	Officer time approx £1000	October 2004	Perry Holmes Elizabeth Bennett David Lathrope
Consider the reprioritisation and redirection of budgets and resources to electronic records management	Project plan	Officer time approx £1000	Spring 2005	Perry Holmes Elizabeth Bennett David Lathrope
Appoint a Corporate Information, Records and Knowledge Manager	Job description and specification	Officer time approx £1000 £30 -40K (+on costs) (On-going cost)	November/December 2004	Perry Holmes Elizabeth Bennett David Lathrope

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