

**PREPARATION OF 2<sup>ND</sup> ANNUAL REPORT OF  
FREEDOM OF INFORMATION IMPLEMENTATION GROUP**

**Purpose**

1. The purpose of this paper is to offer an outline of the Group's 2<sup>nd</sup> Annual report to the Deputy First Minister and to propose arrangements for the Group's approval of the document.

**Background**

2. The Group has now been in existence for two years. Its first Annual report was published in April of last year and it is now time to take stock of the work achieved by the Group in its second year. The first year's report concentrated on the training strategy produced by the Training sub-group and endorsed by the Group as a whole. During the past year the Group's Secretariat have been considering how best to take forward the training strategy and the Group have been provided with updates on this work.

3. The Group established sub – groups to take forward development of the Codes of Practice on functions and records management. The sub-group on records management has reported to the Group, and the sub-group on functions will aim to complete its development work over the next few months. The Group has also agreed an overview of the Act which has been distributed widely amongst public authorities.

**Structure and drafting of report**

4. Attached, as an Annex to this paper, is an outline of the proposed structure of the 2<sup>nd</sup> Annual report. The report should take account of the work of the Group discussed at today's meeting. It would be helpful if members would consider whether the attached outline reflects an appropriate framework for the annual report. Any comments or revisions to the framework may be taken at the meeting. Since drafting will require to be completed before the Group meets again, we propose that a draft be sent to members for comment and approval later this month.

**Conclusion**

**5. Members are invited to consider:**

- **the proposed structure of the 2<sup>nd</sup> Annual report as set out in Annex A; and any appropriate changes that might be made to it, and**
- **note that a draft of the report will be circulated later this month.**

Secretariat  
Scottish Freedom of Information Implementation Group  
February 2003

## OUTLINE OF 2<sup>nd</sup> ANNUAL REPORT OF GROUP

### Chapter Heading

Introduction Freedom of Information Act passed in Scottish Parliament; Royal Assent. Commencement Order No1. Scottish Information Commissioner appointed.

### **Work of Group**

General Group met on 3 occasions since last report. Set up 2 sub-groups. Presentation on Freedom of Information (Scotland) Act in June. Has reviewed membership and terms of reference of group.

Training and awareness Implementation of training strategy taken forward by Group Secretariat. Training strategy brought to the attention of the Scottish public sector. Steps have been taken to purchase a flexible core training pack to be made available to all Scottish public authorities. An overview of the Act has been distributed widely across the public sector

Code of Practice on Functions Sub Group set up. Includes representation from Scottish Consumer Council.

Code of Practice on Records Management Sub Group set up. Chaired by Peter Anderson, NAS. Report drawn to attention of public sector.

Next Steps Proposed work for next year. Report by Sub group on Code of Practice on functions. Rollout of training programme.

### Annexes

Report on Code of Practice on Records Management

Work Plans for 2002/3 and 2003/4