

Our plan of action for 2011/12

Strategic Aim 1: Case closures – length of investigations

Further reduce case closure time to an average of 4.7 months

Investigative capacity will be used to significantly reduce journey time

Strategic Aim 2: Compliance

Investigate the practice of public authorities and identify measures to improve compliance with FOISA, the EIRs and codes of practice

Carry out 12 practice assessments of public authorities

Publish procedures for responding to allegations of criminal offences under section 65 of FOISA/regulation 19 of the EIRs

Strategic Aim 3: Awareness

Target specific sectors of society to ensure they are aware of their rights and the potential to use FOISA and the EIRs

Publish the Commissioner's Annual Report for 2010/11

Provide information to new and returning MSPs on the use of FOI law in their constituency work

Improve accessibility rating of Commissioner's website to at least WCAG¹ "A" standard

Continue ESRC²-funded Civil Society Research project with the University of Strathclyde

Run three "roadshows" across Scotland to raise awareness of FOI among civil society organisations

Strategic Aim 4: Practice

Build knowledge of and promote good practice by authorities and applicants through research, publication scheme approval and a reference group of key specialists

Produce new guidance on key concepts in FOI law e.g. charging under the EIRs

Implement new model publication scheme approach for all Part 7³ bodies and publicly owned companies⁴

Carry out first publication scheme compliance assessments for these bodies

Develop processes for approving new publication schemes for Scottish Government and Scottish Parliament in 2012

¹ Web Content Accessibility Guidelines

² Economic and Social Research Council

³ Public authorities described under Part 7 of Schedule 1 of FOISA

⁴ As defined by section 6 of FOISA

Strategic Aim 5: Development

Identify beneficial changes to legislation, regulation and codes e.g., designation of additional authorities. Address areas of uncertainty regarding the application of the legislation.

Make a special report to the Scottish Parliament at the end of the Commissioner's term in office

Contribute views on the FOISA Amendment Bill

Establish regular meeting cycle with the appropriate Minister following the Scottish election

Revise Memorandum of Understanding with the Keeper of the Records of Scotland to reflect new public records legislation

Continue support for the Centre for Freedom of Information in Scotland

Strategic Aim 6: Practice

Publish detailed reference material bringing together our experience, drawing upon our interpretation of law, international comparisons, decisions, legal advice, court cases and evidence of good and bad practice

Publish Freedom of Information in Scotland in Practice handbook

Strategic Aim 7: Governance

Ensure our governance arrangements are robust and reflect best practice

Develop four-year Strategic Plan for April 2012 to March 2016

Review Financial Memorandum Manual in collaboration with the Scottish Parliamentary Corporate Body

Comply with the requirements of the Public Services Reform (Scotland) Act 2010

Strategic Aim 8: Organisational Management

Develop and maintain arrangements to support achievement of organisational developments

Financial and resource planning to reflect anticipated reductions

Develop ability to respond effectively to significant unplanned absences of key post holders

Procure and install replacement Case Management System

Implement information management systems and procedures developed in 2010/11

Strategic Aim 9: Human Resources

Continuously develop staff competence and terms and conditions of employment

Finalise and implement Learning and Development Plan

