*Notes (to be deleted as required):*

1. *See our Guidance on carrying out an FOI self-assessment for more information about gathering and recording evidence:* [*www.itspublicknowledge.info/toolkit*](https://www.itspublicknowledge.info/toolkit)
2. *Boxes will expand as you type*
3. ***NB this document is A3 but it should print as A4 if you send it to an A4 printer***

**Authority** [authority name]

**Lead Officer** [name]

**Date completed** [date evidence gathering completed]

|  | **Questions** | **Evidence gathered** | **Strengths identified** | **Weaknesses identified / Areas for improvement** |
| --- | --- | --- | --- | --- |
|  | **Leadership** |  |  |  |
|  | To what extent do leaders and managers promote the benefits (to both the public and the authority) of publishing information? |  |  |  |
|  | Who has strategic responsibility and accountability for FOI and in particular publishing information? |  |  |  |
|  | To what extent do leaders and managers promote an expectation that most information will be published? |  |  |  |
|  | To what extent do leaders and managers recognise the importance of ensuring their commitment to publication is supported by adequate resources? |  |  |  |
|  | What’s the evidence that leaders and managers actually ensure there are sufficient staff and technological solutions to deliver publication? |  |  |  |
|  | How far do leaders and managers encourage staff to plan publication before information is produced? |  |  |  |
|  | How frequently do leaders and managers challenge reasons to not publish information? How successful are those challenges? |  |  |  |
|  | How proactive are leaders and managers in identifying new types of information that the authority should publish? How effective are they in making sure the new information is actually published or published in a different way (e.g. in “Open Data” formats)? |  |  |  |
|  | **Practice** |  |  |  |
|  | To what extent are routine publishing tasks delegated to appropriate business areas and levels of seniority? |  |  |  |
|  | What checks and balances are in place to ensure routine information is published on time? How effective are those checks and balances? |  |  |  |
|  | To what extent is planning for publication an integral part of all forward planning activity in the authority? Are there significant variations in practice between different business areas? |  |  |  |
|  | Is **all** the authority’s published information actually signposted in the Guide to Information? How do you know? |  |  |  |
|  | How clear are descriptions of published information in the Guide to Information? |  |  |  |
|  | How effective are arrangements for keeping the Guide to Information complete, accurate and up to date? Are reviews sufficiently frequent and thorough? Do reviews routinely identify gaps and areas for development? |  |  |  |
|  | To what extent are individual managers held accountable for ensuring the Guide to Information is accurate, up to date and relevant for their business areas? |  |  |  |
|  | How effectively does the authority plan and complete actions to improve the Guide to Information? |  |  |  |
|  | Are changes made to the authority’s website sufficiently quickly and efficiently? |  |  |  |
|  | **Guidance and training** |  |  |  |
|  | To what extent are staff aware of the authority’s duties to publish information? |  |  |  |
|  | How aware are staff of the authority’s commitment to publish information and their own responsibilities to publish information? |  |  |  |
|  | To what extent is the authority’s commitment to publication reflected in procedures for drafting and preparing information? |  |  |  |
|  | How accessible is guidance to help staff prepare information for publication? |  |  |  |
|  | How effectively are staff kept informed about what information the authority has and what information is already published? |  |  |  |
|  | **Public interest** |  |  |  |
|  | How thorough and effective are processes to monitor any changes over time in the public interest in the information the authority holds? |  |  |  |
|  | To what extent are specialist teams (particularly communication and community engagement specialists) involved in deciding what information the authority will publish? |  |  |  |
|  | Are stakeholders invited to suggest the types of information they would like the authority to publish, or publish in a different way? If so, how effective are those invitations in gathering useful ideas? |  |  |  |
|  | To what extent do stakeholder ideas and research about the public interest actually result in positive improvements to the Guide to Information? |  |  |  |
|  | **Support for public access** |  |  |  |
|  | What processes are followed to ensure information in the Guide to Information meets the six Model Publication Scheme principles? How effective are these processes? |  |  |  |
|  | Has the authority checked that all charging policies for information are compliant with the Model Publication Scheme’s charging principle? If so, what were the results, and has action been taken to resolve any differences? |  |  |  |
|  | How easily could a member of the public, with limited knowledge of the website, find the authority’s charging policies for access to published information? |  |  |  |
|  | How accessible is advice and assistance to anyone looking for published information? |  |  |  |
|  | To what extent does the authority share publication plans and set public expectations about information that will be published in the future? |  |  |  |
|  | How easy is it for people with additional support needs to access information e.g. in paper format, large print and community languages? |  |  |  |
|  | To what extent has the authority developed the Guide to Information to focus on the needs and interests of the communities it serves? |  |  |  |

**Document control sheet**

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| **Document Information** |  |
| Full name of current version: Class, Title, Version No and Status.  *E.g. C5 Key Documents Handbook v01 CURRENT ISSUE* | C2 TOOLKIT Module 04 Assessment Questions and Evidence Grid v02 CURRENT ISSUE |
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| --- | --- | --- | --- | --- | --- |
| **Summary of changes to document** | | | | |  |
| **Date** | **Action by** | **Version updated** | **New version number** | **Brief description** | |
|  | *(initials)* | *(e.g. v01.25-36****)*** | *(e.g. v01.27, or 02.03)* | (*e.g. updated paras 1-8, updated HOPI to HOCS, reviewed whole section on PI test, whole document updated, corrected typos, reformatted to new branding*) | |
| 13/04/21 | BOW | 02.00 | 02.01 | New document created following approval of draft | |
| 13/04/21 | BOW | 02.01 | 02.02 | DCS updated, published on website | |
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