**Module:** [module number and name]

**Authority:** [authority name]

**Lead officer:** [name]

**Date:**  [date]

*Rate each characteristic*: excellent, good, adequate or unsatisfactory. For more information refer to our **Guidance on carrying out an FOI self-assessment**.

*Give an overall rating:* use the assessment table in the relevant module’s **Standards and Criteria** for more information.

You can access all the modules and resources via [www.itspublicklnowledge.info/toolkit](https://www.itspublicklnowledge.info/toolkit).

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|  | **Characteristic** | **Rating** |
|  | *Insert from list in module standards and criteria* |  |
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|  | **Overall rating** |  |

**Comments**

*Summarise the main findings from the review: major strengths, weaknesses, areas for particular attention, conclusions and recommendations. These findings should form the basis of your action plan.*

# 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 TEMPLATE: Summary of findings v02 CURRENT ISSUE |
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| **Corrections / Unplanned or Ad hoc reviews (see Summary of changes below for details)** |
| Date of last update |  |

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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 HOOM, 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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