



CAPITA

LEARNING & DEVELOPMENT

The Constitution Unit

Access to Information in Local Government

15th October 2003 • Central London



Chair

Robert Hazell

Director, Constitution Unit, University College London

Keynote Address

Graham Smith

Deputy Information Commissioner

Other Speakers and Facilitators Include

Edward Adams

Head, Information Rights Division
Department for Constitutional Affairs

Paul Simpkins

Senior Policy Officer (Governance)
City of Bradford Metropolitan District Council

Maurice Frankel

Director, Campaign for Freedom of Information

Mirza Ahmad MBA LLM Barrister

Chief Legal Officer, Birmingham City Council
Chairman, Bar Association for Local Government
& the Public Service

Megan Carter

Freedom of Information Consultant, Australia

Gabriel MacGregor

Solicitor, London Borough of Croydon

Who Should Attend?

- Council Members
- Chief Executives
- Monitoring Officers
- Data Protection Officers
- Freedom of Information Officers
- Legal Advisors
- Records Officers and Archivists
- Librarians and Information Managers
- HR & Training Managers
- Heads of Policy
- Those responsible for publication schemes
- Those responsible for Modernising Local Government Initiatives
- Academics and other experts on information policy



Access to Information in Local Government

The Constitution Unit and Capita Learning and Development are pleased to present a conference aimed specifically at local government members and officers. It features key players from the Office of the Information Commissioner and the Department for Constitutional Affairs.

You will hear how the Freedom of Information Act fits into the current framework governing access to information in local government. With only 15 months to go before the Freedom of Information Act comes fully into force all local authorities need to prepare now. The planning phase is over and implementation has begun. Come and hear how other local authorities are tackling the problems of implementation and learn from top policy makers and experts from overseas about the key milestones ahead.



Outline Programme

08.00 **Optional Breakfast Briefing: Freedom of Information for Beginners**

Edward Adams
Head, Information Rights Division
Department for Constitutional Affairs

09.00 Registration and Coffee

09.50 **Chair's Opening Remarks**

Robert Hazell
Director
Constitution Unit, University College London

10.00 **Keynote Address**

- The road to 2005
- Commissioner's approach to compliance
- Key issues for local government

Graham Smith
Deputy Information Commissioner

10.30 **The Jigsaw Puzzle – Fitting it all Together**

- Relationship between Freedom of Information, local government legislation, Data Protection and Environmental Information Regulations
- ODPM consultation on access framework
- Relationship to modernisation agenda in local government

Paul Simpkins
Senior Policy Officer (Governance)
City of Bradford Metropolitan District Council

11.00 **Questions to Morning Speakers**

11.15 Tea and Coffee

11.45 **Contracting and Procurement - Interactive Session**

- Procurement, Freedom of Information and contracts
- Drafting standard terms and conditions of contract
- Telling your contractors about Freedom of Information

Maurice Frankel
Director
Campaign for Freedom of Information

Comments from previous attendees of The Constitution Unit and Capita events:

"Most enjoyable - all aspects. A potentially dry subject made interesting"
Lesley Menzies, Home Office

"Both practical and theoretical - a good balance"
Michael Ashe, Policy Team, Community Fund

"A lively and informative discussion of important issues"
Richard Hodson, The Highways Agency

"Comforting to find many people in the same position" Anon

12.45 Lunch

13.50 **Workshops**

The workshops will include problem based scenarios targeted at local government

Facilitators include:

Megan Carter

*Freedom of Information Consultant
Australia*

Gabriel MacGregor

Solicitor

London Borough of Croydon

*Representatives from the
Information Commissioner's Office*

*Representatives from the
Department for Constitutional Affairs*

*Representatives from the
Constitution Unit*

14.50 Tea and coffee

15.00 **Making Your Publication Scheme Work for You**

- How can it help you in 2005?
- What does a good publication scheme look like?
- What should you be monitoring?

Mirza Ahmad MBA LLM Barrister

Chief Legal Officer

Birmingham City Council

Chairman

Bar Association for Local Government & the Public Service

15.30 **Get Your Act Together**

- Putting systems in place
- Training and culture change
- Anticipating resources and requests

Megan Carter

*Freedom of Information Consultant
Australia*

Freedom of Information has been in force in Australia for over 20 years. Megan Carter first worked in government and now acts as a consultant to the Australian and Irish governments on implementation issues.

16.15 **Questions and Chair's Final Remarks**

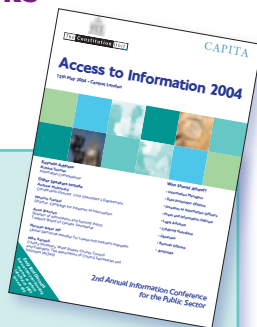
16.30 Close

Look out for ...

Access to Information 2004 12th May 2004 • Central London

Following on from the highly successful **Access to Information 2003**, this will be the 2nd Annual Information Conference for the entire Public Sector.

To receive information as it becomes available, please email:
conference.information@capita.co.uk



Who Should Attend?

- Council Members
- Monitoring Officers
- Records Managers
- Departmental Records Officers and their staff
- Archivists
- Librarians and Information Managers
- Document Managers
- IT Managers & Technical Support Staff
- Systems Analysts
- Database Managers
- Data Protection Officers
- Freedom of Information Officers
- HR & Training Managers
- Heads of Policy
- Legal Advisers
- Academics and other experts on information policy
- IM & T Security Managers
- Those responsible for Publication Schemes
- Those responsible for Modernising Government Initiatives

Capita's Event Management Service

Our event management service offers you the opportunity to tap into the resources and skills of a renowned market leader in the UK conference business. With ten years event management experience, we have a proven track record in co-ordinating a diverse range of events, from breakfast seminars to large-scale national policy conferences.

Whether you require a complete package or selected aspects, Capita will tailor its services to meet your organisation's specific requirements.

Contact: Roger Hadwen on 0870 165 9313
Or email: roger.hadwen@capita.co.uk

Sponsorship Opportunities

Promotion through this Capita and The Constitution Unit event will give you direct access to receptive and highly targeted senior public sector decision makers. If your business could benefit from closer contact with key organisations in the public sector, our events will provide you with the right platform for building the right partnership to deliver success.

Our flexible range of promotional opportunities will enable you to meet and influence the people with a proven interest in information services who will help you achieve real business growth.

Contact: Jason Boulter on 0870 165 9314
Or email: jason.boulter@capita.co.uk

