



Managing Freedom of Information Matters

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Trainer Information

Richard Marriot is a seasoned primary care director/manager, involved in designing, implementing, and delivering NHS operational activities and improvement since 2006. Formally in the military, Richard has a passion for supporting organisations and individuals in their intentions to develop and improve. Currently working in, Greater Manchester, Richard has previously been employed in practice and programme manager positions, delivering programmed change across England and Wales.

In addition to supporting Network for Practices in their delivery of improvement and support across the UK, Richard has also been employed as an Associate Trainer for Thornfield's [FPM] where he delivered the GP Forward View developments as well as Institute for Leadership and Management [ILM] training, conflict and HR training.

Booking Information

To book a place/s email

bookings@networkforpractices.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us on the following **Terms & Conditions** - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that **Cancellations are by email only**. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.

Date: 11th December 2024
Times: 1030 - 1230
Venue: Microsoft Teams Online Platform
Places available: 12

Fee/s:

NfP Members	£50
Non Members	£95



This workshop is suitable for all primary care staff who are involved in managing organisational Freedom of Information requests and those wishing to gain greater understanding of FOI processes and legalities.

Welcome to this Network for Practices workshop/webinar. Since the Freedom of Information Act 2000 came fully into being in 2005, public sector organisations have been required to effectively apply the act and its elements across primary care organisations. This workshop supports key primary care staff with gaining better knowledge of the fundamental needs of the act and the areas in which failings to act accordingly, can become costly and of significant reputational harm to organisations.

Course Content:

The content of this workshop will include:

- What the freedom of information act 2000 is, its purpose, and who it applies to
- What a freedom of information request is
- How to manage requests efficiently
- How to log and respond to requests
- Freedom of information act exemptions and how to identify and apply them
- The process around internal reviews, tribunal cases and appeals

Intended learning outcomes:

It is intended that on the completion of this workshop, delegates will:

- Be able to describe key aspects of the Freedom of Information Act 2000
- Understand the two types of exemptions and what they relate to
- Review process flows, procedures, policies and guidance
- Identify valid requests, calculate costs, refuse requests, apply exemptions and the public interest test, internal reviews and decisions

Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH

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