

Scottish Public Information Forum

Remit

The Forum will meet twice a year in public to enable the long-term effectiveness of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 through:

- Acting as a sounding-board on the practical operation of Freedom of Information and the Environmental Information Regulations in Scotland.
- Sharing experiences of Freedom of Information and the Environmental Information Regulations – from the perspective of public authorities and of users.
- Sharing good practice and experience of Freedom of Information and the Environmental Information Regulations across the various sectors in Scotland.
- If required, contributing as a Group or in sub-groups to any specific developments which may arise.
- Discussing progress updates from the Scottish Information Commissioner and Court of Session decisions.

The continued requirement for and remit of the Group will be revisited at least once a year to ensure that it continues to have value.

Representation

- the Scottish Government are members (and not just chair) and will participate in all forthcoming forum meetings.
- membership of the former Scottish Freedom of Information Implementation Group has continued, with further membership invited from additional sectors.

Content

An agenda will be put together and agreed in consultation with members, and in particular guest speakers will be invited to give presentations on key areas of interest.

Structure: Sub-groups

The purpose and requirement for sub-groups will be established by the Forum where necessary, but will be limited to discussing specific topics that arise by those with a particular interest or specialism. Sub-groups will have a short life span and will report back to and make recommendations to the Forum at the next available meeting.

Publicity

The Forum will:

- Use press articles/advertisements in local press, pre meeting, to advertise the purpose and remit of the forum to ensure it reaches a wider public audience.
- Ensure venues are easily accessible and welcoming to the public.
- Invite student bodies or local schools to attend the public gallery as well as other sectors of the community who may have an interest, for example the elderly or local resident groups.
- Ensure future agenda's are more "colourful" to ensure interest to the public.
- Consider with members publishing annual reports on the work of the forum.