



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**

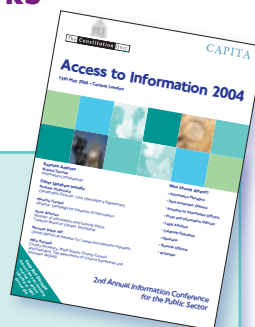
16.30 Close

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

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

Registration Form

Access to Information in Local Government

15th October 2003 • Central London

If these details are incorrect,
please insert correct details below:

A B C D E F

LO996

Delegate Details

Please photocopy this form for additional delegates
DON'T FORGET! - discount available for 3rd delegates

Please use BLOCK CAPITALS

Mr/Mrs/Ms/Dr (Surname) _____ Initials _____ First Name _____

Company _____

Address _____

Job Title _____

Department _____

Please tell us which department you are in to help us tailor the workshop to your needs

Email _____

Special/Dietary Requirements _____

Other _____

I will be staying in a hotel prior to/after the conference: please send me information on local hotels as it becomes available

Name and Address for Invoice/Joining Instructions

Please use BLOCK CAPITALS

Mr/Mrs/Ms/Dr (Surname) _____ Initials _____ First Name _____

Organisation _____ Job Title _____

Address _____
_____ Post Code _____

Telephone _____ Fax _____

Email _____

Approving Manager _____ Position _____

Payment Details

Private Sector @ £499.00 + VAT @ 17.5%

Public Sector @ £399.00 + VAT @ 17.5%

Registered Charities @ £199.00 + VAT @ 17.5%

I would like to attend the Breakfast Briefing @ £95.00 + VAT @ 17.5% (limited spaces available)

Cheque Enclosed

Please Invoice Me

Credit Card



Card No. Expiry Date /

Account Name _____

Account Address (if different from above) _____

The fee for this event covers all written materials, optional breakfast, lunch and refreshments.

Documentation

If you are unable to attend the conference we are happy to offer the conference documentation on CD ROM or Paper Version. Please send or fax this form to us confirming contact and payment details as above:

Please send me _____ CD ROM set(s) @ £75 per copy + VAT @ 17.5%

Please send me _____ Paper set(s) @ £75 per copy (VAT exempt)

Please note: documentation will be sent out after the event

3 easy ways to book



to provisionally reserve your place telephone
0870 400 1020
(Provisional bookings only by telephone)



fax your completed registration on
0870 400 1099 to confirm your place.



mail completed registration form
and payment to:
Conferences & Training Customer Centre
Quadrant Court, 49 Calthorpe Road,
Edgbaston, Birmingham B15 1TH

Terms and Conditions

Completion of this registration form constitutes a legally binding agreement. Joining instructions (including venue details) will be forwarded once you confirm your booking. We cannot be held responsible for the non-arrival of registration information, so if you have not heard from us by **two weeks before the conference**, it is your responsibility to call us on 0870 400 1020. Cancellations confirmed in writing by **one week before the conference** will be refunded minus an administration fee of £50. We regret that no refund can be made after that date, for whatever reason, although substitutions will be accepted if notified before the event. Delegates unable to attend will receive a copy of the conference documentation. **Capita are not able to offer refunds for cancellations arising from events outside of our control, including adverse weather conditions, flooding or industrial action.** Programme Amendments: Capita reserves the right to alter the programme without notice due to unforeseen circumstances.

Hotel Accommodation

The conference fees do not include hotel accommodation. For special accommodation rates please contact Expotel Hotel Reservations on 0870 160 7695 or e-mail capita@expotel.com. **It is imperative to quote the following code - CAPITATRA.**

Method of Payment

All payments must be received before the Conference date.

By Cheque: Cheques should be made payable to CAPITA BUSINESS SERVICES LTD. Please ensure the delegates name(s) and organisation are written on the back.

By Credit Card: Mastercard and Visa are accepted.

By BACS: Bank: Barclays Bank Plc.
Sort Code: 20-67-59. Account No: 60864978.
Account Name: Capita Business Services Ltd.

Please send BACS remittance forms as confirmation of payment.

If payment is not received prior to the conference date there will be an additional administrative charge of £50.00 plus VAT per delegate. Please send payments to Conferences & Training Customer Centre, Quadrant Court, 49 Calthorpe Road, Edgbaston, Birmingham B15 1TH and quote E0912

A VAT invoice will be issued on receipt of payment.

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If your address details have changed, are incorrect or you do not wish to receive any further information from us, please email capita.conferences@capita.co.uk or telephone 020 7960 7724, quoting the number in the top right hand corner of the mailing label. As our conferences are mailed at least three months in advance you may experience a 2-3 week delay in the changing of your details.

Data Protection

The information you provide on this booking form will be held on a database to process the confirmation of your place and so that we can keep you up to date with relevant conference programmes and other products and services provided by the Constitution Unit and the Capita Group Plc. We do not pass your details on to any other external companies for marketing purposes.

This event is organised by

CAPITA

LEARNING & DEVELOPMENT

For further information, contact Stuart King on
0870 165 9300.

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