



PUBLIC LIAISON

FOI Approval Process

1 FOI / EIR request comes into Public Liaison

2 PL Officer sends the request out to:

- a. Lead Director or nominated lead Director in the case of a multi-service request (nominated by the PL Officer)
- b. All relevant Co Directors (cross service or otherwise). No other senior staff
- c. All relevant PAs
- d. PL will advise in the outgoing request that they have identified XX as lead Director. If this is incorrect, we need to be informed ASAP
- e. If lead Director is incorrectly nominated, the lead Director makes the alternative arrangement with a more appropriate Director colleague
- f. If issue is complex, lead Director to take FOI to the daily Charles Vincent Safety Huddle for discussion

3 PL Officer sends the request out, attaching to it similar previous queries that have been answered to aid with consistency of response (for example, AQs, other FOIs)

4 Relevant Co Director(s) send answer / answers to PL Officer

5 PL Officer collates the draft response and returns to lead Director for their approval (cc in PA). Asks lead director if they content to sign this off?

- a. If issue is complex, lead director to take FOI to the daily Charles Vincent Safety Huddle for discussion / sign off.

6 Lead Director confirms sign off with PL