

Terms of Reference for the FOI Public Service Users Network (PSUN)

1.0 Introduction

The aim of this FOI network is to provide a robust support infrastructure for FOI and facilitate a consistent approach to the application of FOI across government departments. The FOI Networks will lead on the development of an operational environment for FOI which secures high-quality decision making.¹

The group shall typically discuss FOI developments, legal advices, training and issues arising from the sectors. The group shall also discuss any implications of decisions of the Office of the Information Commissioner (OIC) and/or relevant court cases.

2.0 Chair

The Public Service Users Network is chaired by the Freedom of Information Central Policy Unit (CPU).

3.0 Membership

1. The Public Service Users Network shall be formed from the Freedom of Information Officers who chair the Local Networks.
2. Two members of each network may attend the meeting, or in the case of very large Networks where there are a considerable number of FOI officers and or requests there may be more attendees by agreement.
3. Additional members may be allowed to attend if they are not in a Network or if they have requests of specialist concern.

4.0 Attendance

1. There are no standing attendances.
2. Individuals may be invited to attend upon invitation.

¹ Code of Practice for Freedom of Information for Public Bodies

5.0 Meetings

1. The Working Group shall meet at minimum 4 times per year.
2. Meetings shall be scheduled and the details will be sent by the CPU.
3. There shall be a standing agenda for each meeting.
 - (a) Review of minutes / actions from the previous meeting
 - (b) Update on recent Decisions, Attorney General (AG) advices or relevant court cases
 - (c) Any issues arising which members may wish to discuss related to their own Department or Network
 - (d) Training
 - (e) AOB
4. Any additional items should be e-mailed to the Chair once the notification for the meeting has issued, and will be listed under AOB.

6.0 Review Process

The Public Service Users Network terms of reference should be reviewed annually and agreed by the membership.