

Self-assessment checklist for ATI Readiness

Roles and Responsibilities

- ATI Officer role has been designated
- ATI decision-makers have been identified
- One or more senior staff are designated to handle ATI complaints
- ATI Officer to identify and liaise with Access Officer's network

Procedures

- Procedures for handling ATI requests and complaints have been developed and communicated to relevant staff
- System for logging and tracking ATI requests is in place
- Templates for ATI response letters have been set up (Guidelines on Discharge of Functions)
- ATI fees is on website and included in brochures/publicity material
- ATI forms on website for electronic submission of requests)

Training

- All staff have received awareness training in ATI
 - How to recognize an ATI request and what to do with it
 - Impact of ATI on their work e.g.: how they record information?, writing email
- ATI decision makers and those handling ATI complaints have been given more detailed training

Records Management

- ATI Officer and liaison officers in each department are familiar with records held
- Policies and retention schedules exist and are being implemented
 - Unnecessary records in paper and electronic form have been culled
 - Emails are printed, moved to appropriate storage folder or culled regularly
- Statement of Organisation and Functions has been completed and publications are on website or otherwise available.
- Other policies have been reviewed:
 - Procurement and feedback to tenderers
 - Complaint handling and statements about confidentiality
 - Other legislation containing restrictions on release of information
- A "dry run" of at least 3 potential requests has been successfully conducted