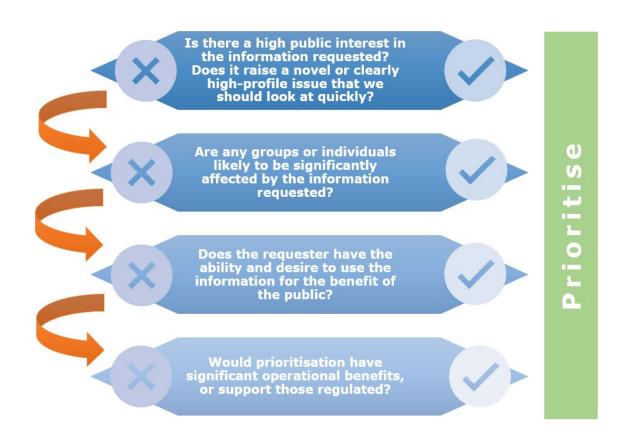
# Prioritisation decision making

The aim of the prioritisation framework is to ensure that those cases with the highest public interest factors are fast tracked through our casework processes. The first stage of this is to make a decision about those cases that are a priority. Around 10-15% of cases should be prioritised at any one time.

You will use the information available on the case to decide if a case should be prioritised. The primary source will be the request itself. Secondary will be any explanation the requester has provided in their submissions to us. This could be in the request or the internal review request correspondence with the PA.

### The Criteria



### The Process

Consider the criteria from the top down. In summary the 4 criteria are:

- the public interest in the information requested,
- the impact the information has on people,

- the requester's ability to enhance transparency by sharing the requested information, and
- regulatory or operational benefits.

These are detailed in the table below. Under each of the primary criteria are helpful scenarios that provide more detail. These are not exhaustive and will adapt and update as we embed the prioritisation framework. We have also included some real case examples and will continue to add to this list to maintain consistency.

Use this as your first port of call for making the prioritisation decision. If it is not immediately obvious that the case should be prioritised, you can seek advice from a more experienced colleague or manager. The need to do this should diminish as the framework beds in and we gain experience.

# CRITERIA 1: Is there a high public interest in the information requested? Does it raise a new, unique or clearly high-profile issue that we should look at quickly?

suggested case types

# Significant media interest – for example there are existing news reports related to the subject matter in the public domain

The case concerns an issue that is likely to involve a large amount of public money in the context of the size of the public body involved – for example, a local council contract for provision of services across its whole area or a nationwide central government spend

The requester needs the information to respond to a live and significant public consultation and the time for achieving resolution is reasonable to inform the decision-making process.

## real request examples

English channel small boat crossings request made just after a new govt policy introduced around deportation, also a regular item reported in national news. Information on a funding agreement between two local councils, and agreements with the developer in relation to the funding of the proposed Site MU1 link road (a large scale development covering multiple council areas)

A specific govt department's response to Lord Faulk's independent review into the Judicial Review Process made to obtain information to submit to the government consultation on Judicial Review reform. Request made in Nov 2020 and consultation deadline April 2021

CRITERIA 2: Are any groups or individuals likely to be significantly affected by the information requested?

### suggested case types

Information which covers policies, events or other matters that potentially have a significant impact on

Information that has a high potential impact or harm on a proportionately substantial number of people in relation to the information requested Information that may directly affect the health or another personal issue of the requester or others, that means they need a swift resolution (eq, it may

		-	
vulnerable people or		impact on treatment or is about	
groups		a live court case).	
real request examples			
Information from a			
meeting with the chief			
medical officer in which			
he received the			
recommendation for			
RAPID C-19 on a			
particular drug. Made by			
a representative of a	Information on the names		
campaign group on	and locations of high rise	Information regarding a recent	
behalf of	buildings recorded as having	whistle blowing concern	
immunocompromised	cladding systems which do	regarding patient safety and the	
people - the forgotten	not comply with building	actions undertaken by the NHS	
500k	regulations.	Trust in respect of that concern.	
CRITERIA 3: Does the requester have the ability and desire to use the information for the			
	benefit of the public?		
suggested case types			
	A requester with access to a		
	suitable platform to allow		
	the public at large to use		
A requester with a clear	the requested information to		
aim of raising	scrutinise the decisions		
awareness around a	made in the public sector		
topic of significant public	(and the intention to share		
interest and the means	the information requested if		
or contacts to do so.	disclosed).		
real request examples			
Information from a			
meeting with the chief			
medical officer in which			
he received the			
recommendation for			
RAPID C-19 on a			
particular drug. Made by			
a representative of a			
campaign group on			
behalf of			
immunocompromised			
people - the forgotten			
CDITEDIA ( Mould puis	witing tion because it is is	notional hanafite an account the	
CRITERIA 4: Would prioritisation have significant operational benefits, or support those			
regulated?			

suggested case types			
Is the request novel, or	Is the request part of a		
could provide the basis	round robin request or		
for guidance or support	otherwise linked to other		
for other regulated	requests or appeals.		
bodies.			
real request examples			
	Request to all police forces		
	for information on a specific		
	counter terrorism policing		
	initiative.		

## **Admin Tasks**

Once you have reached your decision you will update the CASE : INFORMATION tab.

If you decide the case meets the criteria you will mark it as priority by selecting yes in the Priority Case field.

Select no if you decide that the case does not meet the criteria.

Leaving the field blank tells us that it hasn't been assessed for priority.

Once you select 'Yes' the Priority banner will appear on the case.

