

Work sheet for dealing with OIA requests that involve Ministers

Important note

This summary work sheet takes you through the process of dealing with OIA requests that involve a Minister. More detailed guidance is found in our guide: [Dealing with OIA requests involving Ministers.](#)

1. Does the request involve a Minister's interests?	<ul style="list-style-type: none">• Decide whether the request involves a Minister's interests.• Consider whether the requested information:<ul style="list-style-type: none">- relates to the Minister's functions or activities;- could impact on the Minister's functions or activities;- was generated by or on behalf of the Minister;- is sensitive or controversial; or- is likely to be published in the news media or debated in the House.• If the request involves a Minister's interests, go to step 2.
2. Let the Minister know about the request	<ul style="list-style-type: none">• Let the Minister know about the request, in accordance with the agency's policies or protocols for doing so.• The purpose of doing this is to enable discussion to take place about the appropriate mechanism for addressing the Minister's interests, if necessary: transfer, consultation or notification of the decision.
3. Do we need to transfer to the Minister?	<ul style="list-style-type: none">• Consider the specific information at issue and the functions of Ministers, and discuss with the Minister's office.• Decide whether the information at issue is more closely connected with the Minister's functions.• If it is, transfer the request. Do it early (and within 10 working days), and include a copy of the information held by the agency if it is different to the information held by the Minister.• If it isn't, retain the request, and go to step 4.

<p>4. Should we consult the Minister?</p>	<ul style="list-style-type: none"> • Consider whether the agency needs the Minister’s input before making a decision on the request. • Is the agency contemplating release of official information that could reasonably be expected to be of concern to the Minister because, for example: <ul style="list-style-type: none"> - they supplied the information; - it is about their functions or activities; or - release could affect their functions, activities or legitimate interests. • If the agency does need the Minister’s input before making a decision on the request, consult the Minister as soon as reasonably practicable and within 20 working days. • If the agency doesn’t need the Minister’s input before making a decision on the request, go to step 5.
<p>5. Should we let the Minister know about our decision on the request?</p>	<ul style="list-style-type: none"> • Consider whether the agency needs to let the Minister know about the decision. • The purpose of doing this is to enable the Minister to prepare for the possibility of public or political commentary. • This may be necessary where the information is: <ul style="list-style-type: none"> - sensitive or controversial; or - likely to be published in the news media or debated in the House. • Provide a copy of the decision and (if necessary) the information at issue, at the same time as it is released to the requester. • Ministers can be kept updated throughout the processing of the request as to the nature of the information at issue and likely decision to be taken.