

ITEM 4.2: CORRESPONDENCE, COMPLAINTS AND FOISA REPORT

Purpose

1. To provide members with a report on the Council's performance in terms of its statutory obligations under the [Freedom of Information \(Sc\) Act 2002](#) (FOISA) and the [Scottish Public Services Ombudsman \(SPSO\) Act 2002](#) (SPSO).
2. To provide an overview of the items of correspondence which have been responded to by the Secretariat on behalf of the Council, in terms of [Standing Orders](#) 9.10-9.13.

Discussion

3. This report covers the period **17 November 2016 to 03 February 2017**. The following table provides an overview of the number of items under each category, the subject matter and whether those items were responded to within the timescales set out by FOISA, SPSO and the Standing Orders.

Category	Number	Subject	Response within timescale?
FOISA requests	1	Information on any staff bonuses and performance related payments 2014/15 and 2015/16	Yes.
DPA requests	-	-	-
Complaints	-	-	-
Items of correspondence	5	<ul style="list-style-type: none"> • Request for Council to engage with a delegation of Bahraini judges visiting Scotland • Suggestions for links to other website from Council's own site • Advice on particular cases, including on impact of a charge on criminal record 	2 responses outwith 20 day timescale (40%)

Recommendation

- 4. Members are invited to note the content of this report and provide any comments.**

Scottish Sentencing Council Secretariat

February 2017