

ITEM 5.3: 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 **04 February to 11 May 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	Items	Subject	Response within timescale?
FOISA requests	2	<ul style="list-style-type: none"> • Information on sponsorship of events and advertising • Access to Council meeting private papers 	Yes
DPA requests	-	-	-
Complaints	-	-	-
Correspondence	18	<ul style="list-style-type: none"> • Advice on general sentencing and resources • Advice on where to find information on specific sentences • Stakeholder engagement • Information request on Council research • Information request on Council administration and policy 	15 within timescale 3 pending 0 outwith 20 day timescale (0%)

Recommendation

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

Scottish Sentencing Council Secretariat

June 2017