

ITEM 6.1A: 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 \(Scotland\) 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](#) 9.16(b)-(c).

Discussion

3. The table below 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 for the period **20 November 2021 – 28 February 2022**.

Category	Items	Subject	Response within timescale?
Correspondence	21	<ul style="list-style-type: none"> • Advice on where to find information on specific sentences (1) • Advice on general sentencing and resources (5) • Stakeholder engagement (0) • MSP engagement (0) • Public engagement (3) • Guideline enquiry (5) • Misdirected query (7) 	One item did not require a response until after the deadline by agreement with the correspondent. All other correspondence was responded to within the timescale.
Complaints	0		
FOISA requests	0		
DPA requests	0		

Recommendation

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