

ITEM 6.3A: 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); and
- 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](#) 7.1(b)-(c).

Discussion

2. 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 **7 September 2023 – 20 November 2023**.

Category	Items	Subject	Response within timescale?
Correspondence	23	<ul style="list-style-type: none"> • General sentencing enquiry (1) • Guideline enquiry (0) • Misdirected enquiry – for another organisation or body (2) • Misdirected enquiry – other (6) • Misdirected enquiry – concerning specific case or sentence (10) • MSP engagement (0)/ MP (1) • Public engagement (2) • Research / work programme enquiry (1) • Stakeholder engagement (0) 	<p>13 items were responded to within the timescale. One item was replied to one day late. One item was technically responded to outwith the timescale because it was linked to later correspondence which also required a substantive response. Five items did not require a response. As at the date of writing, responses to the other 3 outstanding items were under consideration</p>

			according to the applicable timescales.
Complaints	0		
FOISA requests	2	1. A request for information in relation to records of crime rates. 2. A request for information in relation to payments to external suppliers of goods and services.	Both items were responded to within the timescale.
DPA requests	0		

Recommendation

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

Scottish Sentencing Council Secretariat

November 2023