

ITEM 7.3A: CORRESPONDENCE, COMPLAINTS, AND FOISA REPORT

Purpose

1. To:

- provide the Council 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](#) 7.2(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, our [Complaints Handling Procedure](#), or as otherwise specified in the table below, for the period **20 September 2025 – 21 November 2025**.

Category	Items	Subject	Response within timescale?
Correspondence (timescale for a response is not later than 20 working days after receipt)	7	<ul style="list-style-type: none"> • General sentencing enquiry (0) • Guideline enquiry (1) • Misdirected enquiry – for another organisation or body (2) • Misdirected enquiry – other (0) • Misdirected enquiry – concerning specific case or sentence (2) • MSP engagement (0)/ MP (0) • Public engagement (1) • Research / work programme enquiry (1) • Stakeholder engagement (0) 	five items were responded to within the timescale. One item was under consideration as at the date of writing. One item has not been responded to as the sender has sent multiple emails which are misdirected enquiries

Category	Items	Subject	Response within timescale?
Complaints (timescale for a response is per our Complaints Handling Procedure)	0		
FOISA requests (timescale for a response is per s10 of FOISA)	4	<p>One request related to employees failing their probation</p> <p>One request related to information held about payment of compensation and confiscation following an allegation or finding of speeding and a request for sentencing guidelines for the offence of speeding</p> <p>One request about the number of employees with a home address in England</p> <p>One request for the number of employees suspended with full pay since 2020/21, the salary of these employees and the reason for their suspension.</p>	<p>Two requests were responded to within the timescale.</p> <p>Two requests are still under consideration at the date of date of writing.</p>
DPA requests	0		

Recommendation

3. The Council is invited to note the content of this report.