

ITEM 6.2A: CORRESPONDENCE, COMPLAINTS, AND FOISA REPORT

Purpose

1. To:

- provide the Council with 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); and
- 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); the [Environmental Information \(Scotland\) Regulations 2004](#) (EIRs); the [Scottish Public Services Ombudsman \(SPSO\) Act 2002](#) (SPSO); and the [Data Protection Act 2018](#) (DPA).

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, DPA, our [Complaints Handling Procedure](#), or as otherwise specified in the table below, for the period **29 May 2026 – 16 September 2026**.

Category	Items	Subject	Response within timescale?
Correspondence (timescale for a response is not later than 20 working days after receipt)	26	• General sentencing enquiry (0) • Guideline enquiry (1) • Misdirected enquiry – for another organisation or body (1) • Misdirected enquiry – other (3) • Misdirected enquiry – concerning specific case or sentence (10) • MSP engagement (0)/ MP (0) • Public engagement (5) • Research / work programme enquiry (2) • Stakeholder engagement (4)	25 items were responded to within the timescale. One item was under consideration as at the date of writing.

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)	2	Both requests were from the same correspondent. The first request was received by email and responded to on the same day. The second request was received by submission of a form via the Council's website. Both requests were seeking public records, reports, documents, court filings, investigative updates or other releasable information relating to a specific case.	Both requests were responded to within the timescale.
EIRs requests (timescale for a response is per reg 5(2) of EIRs)	0		
DPA requests (timescale for a response is within one calendar month)	0		

Recommendation

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

Scottish Sentencing Council Secretariat
September 2026