

ITEM 5.4: 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 **30 August to 16 November 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	1	<ul style="list-style-type: none"> Information on sentence 	Yes
DPA requests	0		
Complaints	0		
Correspondence	14	<ul style="list-style-type: none"> Advice on where to find information on specific sentences (3) Advice on general sentencing and resources (2) Stakeholder engagement (0 items) Public engagement (3 item) Public consultation (5 items) Recruitment to Council (1 item) 	13 within timescale 1 pending 0 outwith 20 day timescale (0%)

Recommendation

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